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Electronic Court Filing Proposed Standard

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Workgroup Information

Workgroup Name: JTC/LegalXML Court Filing
Workgroup Co-Chairs: John Greacen, Moira Rowley
Workgroup Mailing List: CourtFiling@legalXML.org
Workgroup Mailing List Archive: None

Document Author(s)

Marty Halvorson (martyh@nmcourts.com)

Document Editor(s)

Roger Winters (roger.winters@metrokc.gov)

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Abstract

This Draft Specification provides the XML DTD required for Court Filing updated in light of agreements specified in "Principles of XML Development for Justice and Public Safety," August 28, 2001, as is detailed in the "LegalXML Standards Development Project: Horizontal Elements Draft Standard," [November 28, 2001,

<http://www.jointcourtxmlstandard.org/xml/JntXmlStandard.nsf/516c7664fda1528a862565ec00504473/dfd5bf88d59c73bd86256b1400536399?OpenDocument>].

Status of Document

This is a Court Filing Work Group Draft Specification for review and discussion by interested members.

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1 Introduction

This document is intended to describe the information required for electronic court filing and the structure of that information. No information regarding the content of any pleading or other legal devices (e.g., contracts, orders, judgments) is included, other than what is required to accomplish the intended task.

This document is a Proposed Standard collaboratively developed by the COSCA/NACM¹ Joint Technology Committee and the Legal XML Court Filing Workgroup. Portions of this document were derived from the “Court Filing Straw Man,” collaboratively developed by the U.S. District Court for the District of New Mexico, New Mexico Administrative Office of the Courts, SCT Global Government Solutions, Inc., and West Group.

This specification is the product of a consensus process. Many items covered by the standard attracted valuable inputs from multiple viewpoints. The views about items were often not identical. When resolution of items needed to be reached, discussion on proposed resolutions were closed only when the question “Is there anyone cannot live with this?” was answered in the negative.

¹ Conference of State Court Administrators/National Association of Court Managers.

1.1 Conventions

Within this document the term "shall" is used to describe mandatory items. The term "may" is used to describe optional items.

This proposed standard conforms to the XML 1.0 Specification (<http://www.w3.org/TR/REC-xml.html>).

1.1.1 Visual Indicators

In the following sections, different fonts are used to identify the meaning of the term. Except within the Document Type Definition (DTD), the font size is 10 point.

The **Arial** font identifies the names of elements and attributes.

A **Bold** font, whether in **Arial** or **Times New Roman**, is used for emphasis or to identify the beginning of a definition.

`Courier New` identifies DTD text. It is also used, when enclosed in quotation marks, to indicate user-supplied attribute values or other strings, including attribute values. The font size for the entirety of the DTD is reduced to 8 point.

1.2 Document Description

This document includes a DTD to be used to validate the syntax of XML documents used for court filing. Annotations appearing inside the DTD, which add further definition and specification, shall be binding.

Appendices are non-normative and may contain well-formed, validated examples. Where conflict arises between an example and the DTD or the body of this document, the body or DTD shall be deemed normative and ruling.

An additional non-normative appendix shall be added to this specification prior to its reaching the status of a recommendation. It shall contain minority opinions for any items where there was significant disagreement. Links to and from the affected sections within this specification may be created and maintained. This is to support future developers and maintainers by giving them insight into the different viewpoints that were involved in reaching this consensus.

1.3 Assumptions and Requirements

1. The three-tier application model is assumed, including three cooperating applications: A) The application on the user's desk, known as the Electronic Filing Provider (EFP), the client; B) the Electronic Filing Manager (EFM), the server; and C) the Case Management System (CMS).
2. This document, with a few exceptions, does not specify how any of the three cooperating applications would function. Rather, it defines the data elements and data tags for use in such applications.
3. Any EFM application shall have the capability to return an electronic acknowledgment to a filer.
4. The DTD is intended to support both the filing of a pleading initiating a new case and the filing of one or more documents in existing cases.
5. The DTD is designed to include all data elements needed by any court. However, any court, as a matter of local policy, may limit the data it will accept in an electronic filing. In particular, a court may refuse to accept:
 - more than one filing in a single envelope,
 - a pleading or other document that initiates a case,
 - payments associated with a filing, or
 - hypertext links to documents residing elsewhere.
6. This document differentiates between docketing and filing of received documents, whether pleadings, orders, or notices (see 1.4 Terminology, pages 4 and 5).

7. There is no state maintained at the server between requests for a particular user connection, i.e., data is not kept by the server between transactions.
8. There will exist a method by which the user identity can be verified.
9. Extraneous data is discouraged. That is, only the information required for successful completion of the filing transactions should be included.
10. Certain XML document elements are assumed to have their content protected from public view. Other protected data shall be explicitly marked.
11. Tags have been chosen to provide a neutral name where the definition of what some might consider a more appropriate term could vary. For example, in some courts the "filer" is the attorney, in others the "filer" is a party to the case.
12. The DTD is designed to support the inclusion of multiple filings in a single submission for the same case.
13. There is no intent to require multiple packets per individual task. For example, a user asking the system to provide a list of all cases with which the user is associated, in order to choose the case for which a pleading is going to be submitted, would require a single exchange of packets: one packet to make the request, the second packet to supply the answer.

1.4 Terminology

1. application

A generic term used to identify a cooperating system (e.g., EFP, or EFM, or CMS).

2. authentication

The process of verifying the identity of the user or filer. This process may reside in either the EFP or the EFM. In either case, authentication data is to be included in every envelope.

3. binary document

A document that contains binary characters. Binary documents are often in a proprietary format (e.g., PDF file, Word document, WordPerfect document). This may also be called a "BLOB" (Binary Large Object). It may include XML that is non-normative (to this standard).

4. CMS (Case Management System)

Software that records and manages court cases, records, calendars, financial transactions, and other information. Depending on the implementation, this could include more than one application.

5. CMS/DMS

Case Management System with an embedded Document Management System. Depending on the implementation, this could be a single application.

6. document

- a. An XML document instance.
- b. One or more electronic pleadings or other court devices that can be contained within an XML document or XML envelope.

7. docket entry

The recording in a docket or register of actions of a filing, event, or activity that the court makes part of its official record.

8. docketing

The process invoked when a CMS receives a pleading, order, or notice, when no errors in transmission or in presence of required content have occurred, and when the pleading, order, or notice is recorded as a part of the official record.

9. DMS (Document Management System)

A DMS manages, retrieves, and stores documents electronically.

10. DTD (Document Type Definition)

A DTD is used to define the structure (elements and attributes) of an XML document. For a complete overview, see the XML 1.0 Specification (<http://www.w3.org/TR/REC-xml.html>).

11. EFM (Electronic Filing Manager)

An Electronic Filing Manager (or Management system) is middleware that receives, presents, and manages electronic filings; the EFM is also considered a server in the electronic filing process.

12. EFP (Electronic Filing Provider)

An EFP is a front-end application that prepares and submits filings. The EFP is the application on the filer's side of the electronic filing architecture, and it is also called the client.

13. electronic filing

Documents and data submitted to the court electronically by means of an XML based protocol.

14. filing

The set of electronic documents and associated metadata included in a submission intended to be docketed by the court. This document or collection of documents is either accepted or rejected by the court. It should be noted that, in some courts, "filing" means acceptance of a packet of associated documents. "Filing" is understood as opposed to "docketing," which is the recording in a docket or register of actions of a filing, event, or activity that the court makes part of its official record

15. filing data

All data that is necessary to provide a useful and complete electronic filing and to support electronic access.

16. filing metadata

Data about the documents within a filing. For every electronic submission, metadata flows from an EFP into a CMS/DMS.

17. party

For the purposes of this document, "party" refers only to those persons directly affected by the outcome of the court case: defendants, plaintiffs, etc. In particular, judges and attorneys representing the parties are not considered parties to the case.

18. place holder

An element name reserved for future expansion of the standard.

19. submission

A filing or group of filings delivered to the court.

20. user

The person sitting at the keyboard of the remote machine, i.e., who is preparing and submitting a filing.

1.5 Date and Time Format

In the specifications for date and time, optional parts are denoted by square brackets ('[' and ']'). Options may nest such that, e.g., date can be any of CCYY, CCYY-MM, or CCYY-MM-DD. Specifically, the form CCYY-DD is not allowed.

Document times and dates follow the standards set by ISO 8601 (the ISO standard for numerical date/time interchange formats). Specifically, dates shall be expressed using the Gregorian Calendar and the form "CCYY[-MM[-DD]]". For example, "1999-01-02" represents "2 January 1999". All components shall be zero-padded to two digits.

Times shall be expressed in local time only, using the one of the following forms:

hh[:mm[:ss[.tst]]]-hh[:mm]

hh[:mm[:ss[.tst]]]-hh[:mm]

hh[:mm[:ss[.tst]]].

All components shall be zero-padded to two digits.

For example, "22:04:38.015-07" represents "thirty-eight and 15 thousands seconds after 10:04 PM Mountain Standard Time".

Periods of time will conform to ISO 8601. Duration shall be expressed in one of the following ways:

a) As a period delimited by a specific start and end times. :

A solidus (aka slash, “/”) shall be used to separate the start time from the end time. Start time and end time shall conform to the ISO 8601 form shown above.

For example, “14:00/16:00” indicates a period of two hours beginning at 2:00 PM local time.

b) As a quantity, expressed as follows:

PnYnMnWnDTnHnMnS - The format is interpreted as follows: “P” introduces the string as a quantity of time, “T” introduces a time period (i.e., a number of hours, minutes, and seconds), and “n” in all uses denotes a number. “Y” denotes years, “M” denotes months, “W” denotes weeks of the year, “D” denotes days, “H” denotes hours, “M” denotes minutes, and “S” denotes seconds. The first week of a new year is the week that has the majority of its days in the new year. All elements of the period are optional with the exception of the leading “P”.

Examples are:

“P2Y10M15DT5H12M” is a period of 2 years, 10 months, 15 days, 5 hours, and 12 minutes.

“PT2H30M” is a period of 2 hours and 30 minutes.

1.6 Authentication

Authentication is shown with place holders only.

It is assumed that HTTP basic authentication is provided, and therefore, **username** and **password** data elements are provided.

1.7 White Space Treatment

It is often convenient to use “white space” (spaces, tabs, and blank lines) to set apart the markup for greater readability.

Court filing XML processors may:

1. Discard leading and trailing white space contained within any element content returned to the sender in a confirmation message, e.g., the **messageID**.
2. Convert strings of white space characters into a single space character (#x20) contained within any element or attribute content returned to the sender in a confirmation message.

Court filing XML processors shall discard leading and trailing white space contained within any attribute content returned to the sender in a confirmation message, e.g., **refersTo**.

1.8 Extensions

Extensions are allowed to this standard. All extensions shall be readily identifiable by conforming applications. Conforming applications that do not understand the extension may ignore the extended element and its content.

Extensions shall be identified by the appearance of an underscore character, “_”, at the end of the new element name. Following the underscore, there shall be a series of characters identifying the individual or organization creating the extension.

For example, **goodKarma_NMAOC** has an element name **goodKarma**, and the creating organization is the New Mexico Administrative Office of the Courts (NMAOC).

2 DTD

The DTD has been removed. It is made available as a separate document located on the JTC Court Filing Page at: <http://www.jointcourtxmlstandard.org/xml/JntXmlStandard.nsf?opendatabase>. It will also be available on the Legal XML web server.

2.1 Transmission Encapsulation

Each filing, confirmation, query, or response is encapsulated in a standard "shell" called a **legalEnvelope**. This shell includes such information as the identity of the sender, the recipient, the time and date the message was created, and the **messageIdentification**.

The receiving application may discard all of the parent elements and any child elements of the **legalEnvelope** element, with the exception of the **legal** element and its children. That is, the receiver may discard the transmission encapsulation.

2.1.1 Elements Particular to legalEnvelope

legalEnvelope is the root element of Court Filing XML for the purpose of transmission. This element has an attribute specifying the version number as 1.1. If this attribute is present, it must be 1.1. If absent, is assumed to be 1.1 (for the version described in this document).

```
<!ELEMENT legalEnvelope (messageIdentification, to, from, cc?,
    bcc?, replyTo?, memo*, creation, dataIntegrity?,
    paymentInformation?, authentication?, legal)>
<!ATTLIST legalEnvelope version CDATA #FIXED "1.1">
```

messageIdentification is a string used by the sending application to identify the message.

messageIdentification shall have the same value in a **confirmation** or **response** message as in the corresponding **filing** or **query** message.

```
<!ELEMENT messageIdentification (#PCDATA)>
```

to identifies the recipient of this transmission.

Courts may specify that **to** does not satisfy the requirement for a certificate of service.

```
<!ELEMENT to (addressee+)>
```

from identifies the sender, and may provide the information needed to send a confirmation or response.

```
<!ELEMENT from (sender)>
```

replyto supplies the information of where to send the **confirmation** or **response**. If not present, the **from** element shall be used to send the confirmation or response.

```
<!ELEMENT replyTo (sender)>
```

cc identifies others receiving this transmission. This is a courtesy copy (also called a "carbon copy") only and no official action is required or expected. The **addressee** will appear on the distribution list.

```
<!ELEMENT cc (addressee+)>
```

bcc identifies others receiving this transmission. This is a blind courtesy copy only and no official action is required or expected. The **addressee** for the blind courtesy copy will not appear on the distribution list.

```
<!ELEMENT bcc (addressee+)>
```

The **addressee** element supplies information necessary to identify receivers, their respective delivery addresses, and the corresponding delivery methods.

```
<!ELEMENT addressee ((personName | entity)?, (postalAddress | email |
    fax | uri))>
```

The **sender** element supplies information necessary to identify senders, their respective return addresses, and the corresponding delivery methods.

```
<!ELEMENT sender ((personName | entity)?, (postalAddress | email | fax
    | uri))>
```

creation identifies the date and time this envelope was created.

```
<!ELEMENT creation (dateTime)>
```

dataIntegrity is a place holder for the method used to validate the integrity of a message's content.

```
<!ELEMENT dataIntegrity ANY>
```

legal is a generic tag preceding all legal-related XML. In other legal DTDs, **legal** will have a different content model.

```
<!ELEMENT legal (courtFiling)>
```

2.2 courtFiling

courtFiling allows multiple filings. Each filing consists of a single lead document for one case in one court, with any number of attached documents. **courtFiling** allows, but does not require, multiple confirmations in response to a single filing. Each confirmation represents the response to one filing.

In version 1.1, **courtInformation** and **caseInformation** shall be the same in each filing included within a single **legalEnvelope**.

A court's policy (as expressed in its "Court Policy XML") may limit a **courtFiling** to one filing element per **legalEnvelope**.

```
<!ELEMENT courtFiling (filing+ | confirmation+ | query | response)>
```

2.2.1 filing

filing specifies one filing for one case in one court with multiple documents. The attribute **privacy** may be used as a request to the court, or as an assignment made by the court.

The sender assigns ID attribute values within a **filing**. The receiving application shall return all applicable IDs with the confirmation message that is to be sent as a result of the filing.

```
<!ELEMENT filing (actor+, filingInformation, leadDocument)>
<!ATTLIST filing privacy CDATA #IMPLIED>
```

filingInformation contains all information not necessarily expected to be found in the document. The **id** attribute shall be returned in the confirmation message sent as a result of this transmission. The **privacy** attribute has the same meaning as in **filing**.

```
<!ELEMENT filingInformation (specialHandling?, paymentInformation*,
    authentication*, courtInformation, caseInformation, actor*,
    courtEvent*, memo?)>
<!ATTLIST filingInformation id ID #REQUIRED
    filingInformation privacy CDATA #IMPLIED>
```

A sender may use **specialHandling** to request user intervention by the receiving court.

```
<!ELEMENT specialHandling (#PCDATA)>
```

leadDocument is the single document that comprises the lead document (e.g., a Motion, Order) of a single filing. Each lead document may have multiple attached documents. The **id** attribute shall be returned in any confirmation message sent as a result of this transmission.

```
<!ELEMENT leadDocument (documentInformation, documentContent,
    attachment*, authentication*)>
<!ATTLIST leadDocument id ID #REQUIRED>
```

documentInformation contains the same information that is normally included in the text of the document being filed.

Information appearing in both **filingInformation** and **documentInformation** shall be by reference only. The preferred location for content to reside is **filingInformation**. A reference pointing from

documentInformation to an id in **filingInformation** shall be the preferred markup and offers the largest opportunity for reuse. A reference from **filingInformation** to an id in **documentInformation** is also allowed but not recommended. A deprecated use, but not an error, occurs if content is included in both places.

That is to say, this implements the “where practical” model.

```
<!ELEMENT documentInformation (actor+, submitted,  
    documentDescription, (administrativeLaw | appeals | bankruptcy  
    | civil | criminal | domesticRelations | juvenile | probate |  
    smallClaims | traffic)?, matter*, causeOfAction*)>
```

submitted supplies the date and time the author created the document being filed.

Note that this **date** and **time** are not necessarily the same as those specified in the **creation** element.

```
<!ELEMENT submitted (dateTime)>
```

documentDescription provides the title of the document assigned by the author, and the court-specified type of document.

```
<!ELEMENT documentDescription (documentTitle, documentType*)>
```

documentTitle is the name given to the document by the author.

```
<!ELEMENT documentTitle (#PCDATA)>
```

documentType is the court specified name assigned by the court specified in **courtInformation**. Those courts that don't want to do a reverse look-up on the textual **documentType** to retrieve an event code may require the **documentCode** attribute.

```
<!ELEMENT documentType (#PCDATA)>  
<!ATTLIST documentType documentCode CDATA #IMPLIED>
```

All of the following elements, which deal with the specific requirements of a particular type of case, are place holders. It is expected that the various working groups will define the content model for each element.

In 2.3 Common to courtFiling (page 12) and in 2.5 Elements for specific case types (page [3034](#)), a number of elements have been defined that may be used inside these case types. Where a court identifies a requirement for one of these elements, the elements defined in “Common to courtFiling” or “Elements for specific case types” shall be used. Where a court identifies a requirement not included in these elements, the court may itself define an element to support that requirement. It must be understood that the Court Filing Workgroup will provide a full set of elements intended to meet requirements that are not now defined.

```
<!ELEMENT administrativeLaw ANY>  
<!ELEMENT appeals ANY>  
<!ELEMENT bankruptcy ANY>  
<!ELEMENT civil ANY>  
<!ELEMENT domesticRelations ANY>  
<!ELEMENT probate ANY>  
<!ELEMENT smallClaims ANY>  
<!ELEMENT traffic ANY>
```

The **criminal** and **juvenile** case types include information related to the **identification** of the accused person, the **charge(s)** against that person, whether **bail** has been posted, where the **booking** occurred, whether that person is in **custody**, and what **incident** precipitated the apprehension of that person.

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```
<!ELEMENT criminal (identification, charge+, bail?, booking?,
    custody?, incident*)>
<!ELEMENT juvenile (identification, charge+, bail?, booking?,
    custody?, incident*)>
```

documentContent can be a hyperlink, text, or a Base 64 encoded “Binary Large Object” (BLOB). It may be divided into parts, using the **part** element.

A given court’s policy (see “Court Policy XML”) may prohibit the use of hyperlinked documents.

The **id** attribute shall be referenced in the **confirmation** of this filing. The **size** attribute may be used to indicate the size, in bytes, of the encapsulated “BLOB.” The **mimeType** attribute specifies how the contents of the decoded PCDATA are to be interpreted (e.g., `application/PDF`). All binary code in version 1.1 of this standard shall be Base 64 encoded. The attribute **contentEncoding** allows for future revisions. The **href** attribute specifies the location of a hyperlinked document.

```
<!ELEMENT documentContent (#PCDATA | part)*>
  <!ATTLIST documentContent id ID #REQUIRED
    size CDATA #IMPLIED
    mimeType CDATA #REQUIRED
    contentEncoding (Base64) #IMPLIED
    href CDATA #IMPLIED>
```

The **part** element is used to divide document content into multiple parts. The **number** attribute provides an index, or ordering, to the various pieces of **documentContent**.

```
<!ELEMENT part (#PCDATA)>
  <!ATTLIST part number CDATA #REQUIRED>
```

An **attachment** may have additional attached documents. The **id** shall be referenced in the **confirmation** of this filing.

```
<!ELEMENT attachment (attachmentDocumentInformation, documentContent,
    authentication*, attachment*)>
  <!ATTLIST attachment id ID #REQUIRED>
```

The only difference between an **attachmentDocumentInformation** and a **documentInformation** is that **actor** becomes zero or more instances, i.e., **actor***. This allows **actor** to span the entire set of documents included within a single **leadDocument**.

```
<!ELEMENT attachmentDocumentInformation (actor*, submitted,
    documentDescription, (administrativeLaw | appeals | bankruptcy
    | civil | criminal | domesticRelations | juvenile | probate |
    smallClaims | traffic)?, matter*, causeOfAction*)>
```

2.2.2 confirmation

confirmation shall be used to return the confirmation of a **filing** to the sender. It is not an error for a conforming EFM to send multiple confirmation messages in response to a single filing message, e.g., the first **confirmation** indicates a lead document disposition of **deferred** followed by a second confirmation message with a lead document disposition of **accepted**.

```
<!ELEMENT confirmation (actor*, timeStamp, confirmationInformation)>
```

confirmationInformation corresponds to **filingInformation** in the received **filing**. The attribute **refersTo** shall be identical to the **filingInformation** id.

The attribute **filingDisposition** enumerated values are defined as follows:

“**transmissionError**”: The terminating element for the transmission, i.e., `</legalEnvelope>`, was not received. The transmission was incomplete or the network transport layer reported an error in

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transmission.

"acknowledged": Transmission was received with no errors in transmission. No action relating to the message has been taken.

```
<!ELEMENT confirmationInformation (fee*, courtInformation?,
    caseInformation?, actor*, leadDocumentDisposition+,
    courtEvent*)>

    <!ATTLIST confirmationInformation refersTo CDATA #REQUIRED>
        filingDisposition (transmissionError | acknowledged)
            #REQUIRED>
```

leadDocumentDisposition corresponds to the **leadDocument** submitted. The attribute **refersTo** shall be identical to the **leadDocument** id.

The attribute **filingDisposition** enumerated values are defined as follows:

"transmissionError": The terminating element for the transmission, i.e., **</legalEnvelope>**, was not received. The transmission was incomplete or the network transport layer reported an error in transmission.

"acknowledged": Transmission was received with no errors in transmission. No action relating to the message has been taken.

"received": Filed. The transmission was received without error and a time stamp was generated for the filing. This corresponds to the manual system of the court clerk stamping the document at the court counter.

"accepted": Docketed. The transmission was received without error, a time stamp was generated, and the filing was recorded in the case docket. This corresponds to the action of the clerk of court recording filing information into the official record, that is, what many call a "docket entry." See Terminology, page 4, for the definition.

"partial": Part of filing was docketed. The **leadDocument** was docketed but one or more of the attachments were not, due to a conformance error.

"deferred": Transmission was received OK, errors were checked, the filing was validated against the DTD, but no further action was taken. The formal response will be included in a separate later transmission.

"rejected": The court refused to accept the filing.

```
<!ELEMENT leadDocumentDisposition (timeStamp, courtDocumentReference,
    memo?, attachmentDisposition*)>

    <!ATTLIST leadDocumentDisposition refersTo CDATA #REQUIRED>
    <!ATTLIST leadDocumentDisposition filingDisposition
        (transmissionError | acknowledged | received | accepted |
        partial | deferred | rejected) #REQUIRED>
```

courtDocumentReference is the court specified document reference. The court may use the attribute **href** to return the location of the electronically filed document.

```
<!ELEMENT courtDocumentReference (#PCDATA)>

    <!ATTLIST courtDocumentReference href CDATA #IMPLIED>
```

attachmentDisposition corresponds to any attachments submitted with the filing. The attribute **refersTo** shall be identical to the id of the **attachment** element in the submitted filing.

The attribute **disposition** enumerated values are defined as follows:

"received": Filed. The transmission was received without error and a time stamp was generated for the filing. This corresponds to the manual system of the court clerk stamping the document at the court counter.

"accepted": Docketed. The transmission was received without error, a time stamp was generated, and the filing was recorded in the case docket. This corresponds to the action of the clerk of court recording filing information into the official record, that is, what many call a "docket entry." See

Terminology, page 4, for the definition.

"rejected": The court refused to accept the filing.

```
<!ELEMENT attachmentDisposition (courtDocumentReference)>
  <!ATTLIST attachmentDisposition refersTo CDATA #REQUIRED>
  <!ATTLIST attachmentDisposition disposition (received | accepted |
    rejected) #REQUIRED>
```

2.2.3 query

query is defined in a separate document. Thus, **query** is a place holder. **query** shall be used to request court specific policy and allowable values of court supplied information.

```
<!ELEMENT query ANY>
```

2.2.4 response

response is defined in a separate document. Thus, **response** is a place holder. **response** shall be used to return information requested by a **query** message.

```
<!ELEMENT response ANY>
```

2.3 Common to courtFiling

All the elements in **actor** are optional to allow for EMPTY **actor** elements that reference a complete **actor** element that appears earlier in the document. The same actor may be mentioned many times within a filing. To eliminate redundancy, the content of the first **actor** element for a particular actor shall have a fully defined content. This fully defined **actor** shall occur in **filing**. Subsequent references to this **actor** shall use an empty **actor** element with a **reference** attribute pointing to the id of the fully defined **actor** element. The attribute **refersTo** shall be used when the element being referred to is not contained within the particular filing transmission, e.g., **refersTo** when sent as part of a **confirmation** would refer to the **actor** attribute id as already specified by the sender in the **filing**. There can be more than one **actor** in a given document or filing. Where more than one **actor** is possible, the element will be shown as **actor+** or **actor***. Each **actor** will be defined individually according to these principles.

The attribute **privacy** may be used as a request to the court, or as a court assignment.

designation within **actor** is used for disambiguating, i.e., establishing a single grammatical or semantic interpretation for, persons with the same or similar names, and to identify uniquely an entity upon initiation of a case.

```
<!ELEMENT actor (title?, name?, postalAddress*, telephone*, email*,
  group*, personDescription*, designation*, role*,
  characteristic*)>
  <!ATTLIST actor id ID #IMPLIED
    reference IDREF #IMPLIED>
    refersTo CDATA #IMPLIED>
    privacy CDATA #IMPLIED>
```

This actor's **title**.

```
<!ELEMENT title (#PCDATA)>
```

The **role** played by this actor in this filing.

```
<!ELEMENT role (roleName, roleWith*)>
```

The **roleName**.

```
<!ELEMENT roleName (#PCDATA)>
```

roleWith is an EMPTY element used to supply references to other actors and matters. The attribute **actorID** shall be used to match this **actor** with another **actor** within this filing transaction. For example, the attorney/client roles would be defined in this way. The attribute **matterID** shall be used to match this **actor** with a **matter** within this transmission.

```
<!ELEMENT roleWith EMPTY>
  <!ATTLIST roleWith actorID IDREF #IMPLIED>
  <!ATTLIST roleWith matterID IDREF #IMPLIED>
```

characteristic, and its children, **characteristicName** and **characteristicValue**, provide a mechanism to define the characteristics of this **actor** that are not defined elsewhere in this document. (NOTE: **personDescription** provides descriptive characteristics that should not be redundantly provided as values for **characteristic**.)

```
<!ELEMENT characteristic (characteristicName, characteristicValue)>
  <!ELEMENT characteristicName (#PCDATA)>
  <!ELEMENT characteristicValue (#PCDATA)>
```

authentication shall be used for authenticating the sender or for some other element containing a digital signature.

```
<!ELEMENT authentication ((userIdentification, password?) |
  signature)>
```

userIdentification is the user name or logon identifier being authenticated by the password.

```
<!ELEMENT userIdentification (#PCDATA)>
```

password is the secret word known to the user who is identified by **userIdentification**.

```
<!ELEMENT password (#PCDATA)>
```

caseInformation includes all the information about the case this filing applies to.

fullCaseNumber, and **caseTitle** are optional, so that case initiation could proceed without there having been a prior assignment of a case number. The attribute **id** may be referred to by **lineageCaseNumber** or **filersCaseNumber**. The attribute **newCase** defaults to "false".

The Court Policy may limit **newCase** to "false" if filings that initiate new cases are not accepted as electronic filings.

```
<!ELEMENT caseInformation (fullCaseNumber?, caseTitle?,
  caseCategory?, caseYear?, lineageCaseNumber*,
  filersCaseNumber?)>
  <!ATTLIST caseInformation id ID #IMPLIED
    newCase (true | false) "false">
```

fullCaseNumber includes all qualifiers necessary to completely specify the case within its venue, to fix the court type, court location, category, year, number, etc.

```
<!ELEMENT fullCaseNumber (#PCDATA)>
```

caseTitle is court-generated for the case.

```
<!ELEMENT caseTitle (#PCDATA)>
```

caseCategory is court-generated: civil, criminal, etc.

```
<!ELEMENT caseCategory (#PCDATA)>
```

caseYear identifies the year the case was created. It may be specified either as two or four characters, corresponding to YY or CCYY.

```
<!ELEMENT caseYear (#PCDATA)>
```

lineageCaseNumber is a previous case number. It may be used to supply the case number of a case being appealed. The **id** attribute may be used to identify this case elsewhere in the filing. The attribute **referenceCase** shall refer to the encapsulating **caseInformation** id.

```
<!ELEMENT lineageCaseNumber (fullCaseNumber?, caseTitle?,
    caseCategory?, caseYear?, courtInformation?,
    lineageCaseNumber*)>
<!ATTLIST lineageCaseNumber id ID #IMPLIED
    referenceCase IDREF #REQUIRED>
```

filersCaseNumber is a string used by the originator of the filing to identify the case in the originator's application. The attribute **referenceCase** shall refer to the encapsulating **caseInformation** id.

If present in a filing, **filersCaseNumber** shall be returned in the associated confirmation.

This is most useful in a filing initiating a new case because the court-generated case number is not yet assigned; it is returned in the confirmation, that is, as part of an event after the case has been opened.

```
<!ELEMENT filersCaseNumber (#PCDATA)>
<!ATTLIST filersCaseNumber referenceCase IDREF #IMPLIED>
```

causeOfAction is a place holder. The **id** attribute may be used as a referent.

```
<!ELEMENT causeOfAction (#PCDATA)>
<!ATTLIST causeOfAction id IDREF #REQUIRED>
```

courtEvent is used to identify court events, e.g., hearings, appearances, trials. It may be used for when the filer is scheduling the event, e.g., a traffic officer, or when the court is scheduling the event, e.g., a hearing on a motion. The attribute **eventID** may be used to identify the **courtEvent**.

```
<!ELEMENT courtEvent (courtEventType, courtEventReason*,
    courtEventSession+)>
<!ATTLIST courtEvent eventID CDATA #IMPLIED>
```

courtEventType, **courtEventReason** provide definition of the event. For example, **courtEventType** could be "Hearing", and **courtEventReason** could be "Consider plaintiff's motion for summary judgment".

```
<!ELEMENT courtEventType (#PCDATA)>
<!ELEMENT courtEventReason (#PCDATA)>
```

courtEventSession provides the date and time, the expected duration, the actor+ (attendees), and the location of the **courtEvent**.

The attribute **eventID** may be used to identify which **courtEvent** if there is more than one **courtEventSession**.

```
<!ELEMENT courtEventSession (dateTime, duration?, actor+,
    courtInformation)>
<!ATTLIST courtEventSession eventID CDATA #IMPLIED>
```

courtInformation, and its children, **courtType** and **courtName**, provide the court's identifying information. **courtType** is specified by the court. **courtName** is a sender-assigned value. Courts may ignore the content of **courtName**.

```
<!ELEMENT courtInformation (physicalLocation, courtType, courtName?)>
<!ELEMENT courtType (#PCDATA)>
<!ELEMENT courtName (#PCDATA)>
```

matter is a place holder. The **id** attribute may be used as a referent.

```
<!ELEMENT matter ANY>
```

```
<!ATTLIST matter id ID #IMPLIED>
```

memo provides human readable text, ignored by applications.

```
<!ELEMENT memo (#PCDATA)>
```

timeStamp contains the date and time a filing was received by a court.

```
<!ELEMENT timeStamp (dateTime)>
```

2.4 *Horizontal to Legal*

The elements described in this section are considered applicable across, or “horizontal” to, all types of legal documents, including court filings. Legal XML is developing a separate “Horizontal Elements Draft Standard.”

When discrepancies between element content models in this standard and the “Horizontal” standard element content models exist, this standard applies.

2.4.1 Elements Common to Law, Safety, and Justice XML

These elements are the result of the Department of Justice effort to reconcile XML standards in the justice area. The results, documented in the “Horizontal Elements Draft Standard,” are included, with some appropriate and necessary changes, in this Court Filing Standard, Version 1.1.

Not all elements specified by the reconciliation effort have been included in Court Filing. Some of the elements specified in the draft horizontal standard have been modified to meet Court Filing requirements. These modifications are noted where this has occurred.

2.4.1.1 Common attributes

All elements defined as common to law, safety, and justice applications have seven attributes in common. They are: **id**, **type**, **status**, **referenceDate**, **codeValue**, **codeSource**, and **codeLiteral**. The common attributes are not shown in the DTD content models provided for the descriptions below.

The common to law, safety, and justice elements each have specific content models. As provided for in the approved data dictionary of these elements, specific applications may have different content models than those contained in the data dictionary. There are a number of elements in Court Filing that are different than those in the common to law, safety, and justice data dictionary.

With some exceptions, as noted, the attributes are all CDATA with IMPLIED content. That is, in all but a few cases these attributes are optional (#IMPLIED) and not required. The places where the attributes are required are noted by the notation #REQUIRED, or, where a default value exists, the attribute default value replaces the notation for optional. Where common attributes are shown in the specification, it is usually the case that not all common attributes are shown. In these cases, the trailing angle bracket (“>”), required by XML rules, may or may not be shown. **id** provides a means to identify a specific element in an XML document.

type provides a means to describe the type of information being described, e.g., for **agencyID**, the **type** attribute describes the type of agency.

status provides a place to describe the status of this information, e.g., for **residence**, the **status** attribute describes whether this is a current or previous address.

referenceDate identifies the date on which the status was known to be accurate, e.g., a **residence status** of “current” and a **referenceDate** of “1998-11-01” would mean the residence information was known to be accurate three years ago. It shall conform to the date format specified in this document.

codeSource, **codeValue**, and **codeLiteral** are used to identify the appropriate source, along with both the coded and literal forms of the data conforming to their usage in appropriate other standards. The **codeSource** attribute defaults to the name of the appropriate standard for those elements that are making use of values obtained from that external standard. For example, the element **hairColor** requires the use of the literal form of values defined by the NCIC-2000 Code Manual. Thus, **codeSource** in this case is "NCIC-2000". **codeValue** would be the code specified by NCIC-2000 Code Manual. Since the element is required to contain a literal value from the NCIC-2000 Code Manual, the **codeLiteral** attribute would not be needed.

2.4.1.2 Element Content Models

2.4.1.2.1 Elements for Locations and Addresses

postalAddress is a postal location to which paper mail could be directed. The attribute **type** identifies the type of mailing address, e.g., "home", "business", "school". The attribute **status** indicates the address's status, e.g., "current", "last", "previous". The attribute **referenceDate** indicates the last date the address was (is) considered to be valid.

```
<!ELEMENT postalAddress (addressLine*, city?, county?, state?,
    postalCode?, country?, addressFull?)>
```

addressLine provides text address lines, and may include alternative text for locations that don't have a postal address system. **addressLine** elements shall be sequenced in the order they would appear on an address label. The attribute **type** may be used to identify context of the address line, e.g., a firm name, an organization name.

```
<!ELEMENT addressLine (#PCDATA)>
```

city contains the name of a city, town, or township.

```
<!ELEMENT city (#PCDATA)>
```

county the name of a county.

```
<!ELEMENT county (#PCDATA)>
```

state contains one of three options identifying a state or province. The option used is specified in the **codeSource** attribute. The three options are: (1) U.S. Postal Service ("USPS") two-character state codes are the preferred option. (2) "FBI" standard state codes are the second choice. (3) The "literal" name of the state or province may be used for legacy data that cannot be converted to one of the preferred codes. For this standard, the United States Postal Codes ("USPS") are the default selection.

```
<!ELEMENT state (#PCDATA)>
```

```
<!ATTLIST state codeSource (USPS | FBI | literal) "USPS">
```

postalCode provides the zip or postal code.

```
<!ELEMENT postalCode (#PCDATA)>
```

country provides the address country. The attribute **codeSource** is defaulted to "ISO 3166" to indicate the required source for the allowed values of this element. The three-character codes shall be used, e.g., "USA".

```
<!ELEMENT country (#PCDATA)>
```

```
<!ATTLIST country codeSource CDATA "ISO 3166"
```

addressFull provides an element to contain the full address.

```
<!ELEMENT addressFull (#PCDATA)>
```


email provides an electronic mail address. The attribute **type** identifies the type of email address, e.g., "home", "business", "school". The attribute **status** indicates the address's status, e.g., "current", "last", "previous". The attribute **referenceDate** indicates the last date the address was (is) considered to be valid.

```
<!ELEMENT email (#PCDATA)>
```

The element **fax** provides the address for a facsimile telephone number. The attribute **type** identifies the type of fax address, e.g., "home", "business", "school". The attribute **status** indicates the address's status, e.g., "current", "last", "previous". The attribute **referenceDate** indicates the last date the address was (is) considered to be valid.

```
<!ELEMENT fax (telephone)>
```

physicalLocation is used to identify physical locations.

```
<!ELEMENT physicalLocation (locationText*, postalAddress?,  
relatedLocation?, locationType?)>
```

locationText element holds a textual description of a location. It contains mixed content.

```
<!ELEMENT locationText (#PCDATA | streetNumber | streetName |  
streetType | streetDirection | apartmentNumber | suite |  
privateMailBox | postOfficeBox | buildingName | latitude |  
longitude)*>
```

For the various parts of the mixed content of **locationText**, the following are the values used in the examples:

```
Nomads  
P.O. Box 274  
207 North Shelby Street, suite 100  
N35.69  
W105.94
```

streetNumber contains the numeric part of an address, e.g., "207".

```
<!ELEMENT streetNumber (#PCDATA)>
```

streetName contains the name of the street, e.g., "Shelby".

```
<!ELEMENT streetName (#PCDATA)>
```

streetType contains the street designation, e.g., "Street", "Drive", "Road".

```
<!ELEMENT streetType (#PCDATA)>
```

streetDirection contains the orientation or quadrant of the street, e.g., "North", "Southwest".

```
<!ELEMENT streetDirection (#PCDATA)>
```

apartmentNumber contains an apartment number, e.g., "100".

```
<!ELEMENT apartmentNumber (#PCDATA)>
```

suite contains a suite number, e.g., "100".

```
<!ELEMENT suite (#PCDATA)>
```

privateMailBox contains a private mail box number, e.g., "100".

```
<!ELEMENT privateMailBox (#PCDATA)>
```

postOfficeBox contains a post office box number, e.g., "274".

```
<!ELEMENT postOfficeBox (#PCDATA)>
```

buildingName contains the name of a building, e.g., "Nomads".

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```
<!ELEMENT buildingName (#PCDATA)>
```

latitude contains the latitude of the location. Use decimal notation to specify latitude, i.e., not minutes and seconds. For example, use "N35.69".

```
<!ELEMENT latitude (#PCDATA)>
```

longitude contains the longitude of the location. Use decimal notation to specify longitude, i.e., not minutes and seconds. For example, use "W105.94".

```
<!ELEMENT longitude (#PCDATA)>
```

The **physicalLocation** child element **locationType** is a coded field that defines locations or facilities. Courts may define acceptable values. When using court-defined values, the attribute **codeSource** shall identify the court defining the value used.

```
<!ELEMENT locationType (#PCDATA)>
```

The element **relatedLocation** contains information regarding related locations or facilities. The court may specify acceptable values. When using court-defined values, the attribute **codeSource** shall identify the court defining the value used.

```
<!ELEMENT relatedLocation (#PCDATA)>
```

residence contains the physical location, with the telephone number, where a person resides.

```
<!ELEMENT residence (physicalLocation*, telephone?)>
```

The **vehicleOwnerAddress** element supplies the address of an owner of a vehicle.

```
<!ELEMENT vehicleOwnerAddress (physicalLocation)>
```

The **telephone** element contains the address for a telephone number. The attribute **type** identifies the type of address, e.g., "home", "business", "school". The attribute **status** indicates the address's status, e.g., "current", "last", "previous". The attribute **referenceDate** indicates the last date the address was (is) considered to be valid.

```
<!ELEMENT telephone (telephonePrefix, telephoneNumber,  
telephoneSuffix?)>
```

telephonePrefix contains the prefix information related to a telephone number, e.g., a country and city code, or an area code. This is a choice element requiring either two sub-elements or one sub-element.

```
<!ELEMENT telephonePrefix ((telephoneCountryCode?,  
telephoneCityCode?) | areaCode?)>
```

telephoneCityCode contains the city code when this is an international number.

```
<!ELEMENT telephoneCityCode (#PCDATA)>
```

telephoneCountryCode contains the country code when this is an international number.

```
<!ELEMENT telephoneCountryCode (#PCDATA)>
```

areaCode contains the area code for a telephone number.

```
<!ELEMENT areaCode (#PCDATA)>
```

telephoneNumber contains a telephone number. This element has one additional attribute, **format**, which is used to define the format of the digits comprising the telephone number. Format information includes: the hash ("#") character to indicate the position of a telephone keypad digit, and white space characters to specify the position for optional white space; all other characters must be included as shown.

```
<!ELEMENT telephoneNumber (#PCDATA)>
```

```
<!ATTLIST telephoneNumber format CDATA #IMPLIED
```

telephoneSuffix contains suffix information, e.g., an extension number.

```
<!ELEMENT telephoneSuffix (#PCDATA)>
```

birthPlace provides information about a person's place of birth.

```
<!ELEMENT birthPlace (physicalLocation?, birthPlaceData?)>
```

birthPlaceData contains information identifying a birthplace. It uses values from the IAFIS manual. The attribute **codeSource** is defaulted to "IAFIS".

```
<!ELEMENT birthPlaceData (#PCDATA)>
  <!ATTLIST birthPlaceData codeSource CDATA "IAFIS"
```

2.4.1.2.2 Elements for Names and Identifications

The **agencyID** element provides identification information for an agency.

```
<!ELEMENT agencyID (entityName?, entityAbbreviatedName?,
  entityAcronym?, ori?, name*)>
```

The **organizationID** element provides information identical to that provided in **agencyID**. These elements serve to differentiate between official entities (**agencyID**), e.g., a police department, and social organizations (**organizationID**), e.g., a gang.

```
<!ELEMENT organizationID (entityName?, entityAbbreviatedName?,
  entityAcronym?, ori?, name*)>
```

The **originatingJurisdiction** element identifies a jurisdiction originating a charge or a case.

```
<!ELEMENT originatingJurisdiction (agencyID)>
```

entityName is the full legal name of an entity.

```
<!ELEMENT entityName (#PCDATA)>
```

entityAbbreviatedName provides the common abbreviation for an entity's name.

```
<!ELEMENT entityAbbreviatedName (#PCDATA)>
```

entityAcronym provides any common acronym by which the entity is known, e.g., "FBI".

```
<!ELEMENT entityAcronym (#PCDATA)>
```

The **ori** element contains the "Originating Agency" code assigned to a law enforcement agency or court. This is assigned by a system operator (e.g., by a database or network operator) and is used to track usage within that system.

```
<!ELEMENT ori (#PCDATA)>
```

The **group** element describes a group and its children, specifying membership in a collection of actors, e.g., members of a judge's staff. The attribute **type** defines the group. Courts may define acceptable values for the attribute **type**. The attribute **status** defines the status of the group, e.g., "Active", "Inactive".

```
<!ELEMENT group (entity, groupRelationship?, physicalLocation?)>
```

groupRelationship provides the relationship between this and other groups.

```
<!ELEMENT groupRelationship (#PCDATA)>
```

The **personName** element provides name information specific to a human being, i.e., identifies a natural person.

```
<!ELEMENT personName (namePrefix?, firstName?, middleName?,
  lastName?, nameSuffix?, fullName?, designation?, name*)>
```

namePrefix contains any formal prefix that is used with this name, e.g., "The Honorable", "Mr.", "Ms".

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```
<!ELEMENT namePrefix (#PCDATA)>
```

firstName contains the first, or given, name of a person.

```
<!ELEMENT firstName (#PCDATA)>
```

middleName provides an element to contain a person's middle name, initials, or multiple initials. For persons with more than one name between their first and last names, one may put all of those names into the single element **middleName**.

```
<!ELEMENT middleName (#PCDATA)>
```

lastName contains the family name, or surname, of a person.

```
<!ELEMENT lastName (#PCDATA)>
```

nameSuffix provides a name suffix, such as "Jr.", "PhD", or "III".

```
<!ELEMENT nameSuffix (#PCDATA)>
```

fullName contains the entire, or complete name of a person; it includes all name elements, i.e., **prefix**, **firstName**, **middleName**, **lastName**, and **suffix**.

```
<!ELEMENT fullName (#PCDATA)>
```

The **identification** element provides identifying information about an individual.

```
<!ELEMENT identification (personName*, personDescription*,
    palmPrint?, photo?, dna?, employment*, residence?,
    cautionInformation*, firearmSalesDisqualified?,
    offenderNoticeInformation?, commentInformation?)>
```

The **dna** element contains DNA information

```
<!ELEMENT dna (agencyID?, dnaLocus+, commentInformation*)>
```

The **dnaLocus** element contains the specification of the data contained within DNA. The **type** attribute identifies the locus type.

```
<!ELEMENT dnaLocus (locusValue+)>
    <!ATTLIST dnaLocus type (CSF1PO | D13S317 | D16S539 | D18S51 |
        D21S11 | D3S1358 | D5S818 | D7S820 | D8S1179 | FGA | TH01 |
        TPOX | vWA) #REQUIRED >
```

The **locusValue** element contains DNA values.

```
<!ELEMENT locusValue (#PCDATA)>
```

The **employment** element provides employment information about an individual.

```
<!ELEMENT employment (occupation?, physicalLocation?, employer?)>
```

occupation contains a person's occupation.

```
<!ELEMENT occupation (#PCDATA)>
```

employer contains the name of a person's employer.

```
<!ELEMENT employer (#PCDATA)>
```

The **palmPrint** element contains an image of a palm print.

```
<!ELEMENT palmPrint (agencyID?, imageData, commentInformation?)>
```

The **fingerprint** element contains an image of a fingerprint.

```
<!ELEMENT fingerprint (agencyID?, imageData, commentInformation?)>
```

firearmSalesDisqualified specifies whether the identified person is allowed to purchase firearms. It is limited to the values, "cleared", "disqualified", "unknown".

```
<!ELEMENT firearmSalesDisqualified (#PCDATA)>
```

2.4.1.2.2.1 *personDescription*

The **personDescription** element contains descriptive characteristics of a person.

```
<!ELEMENT personDescription (sex*, height*, weight*, eyeColor*,
    hairColor*, scarsMarksTattoos*, birthDate*, birthPlace*,
    ethnicity*, race*, citizenship*, maritalStatus*, religion*,
    personalIDNumber*, fingerprintPattern*, skinTone*, bloodType?,
    medicalCondition*)>
```

The **sex** element contains a person's physiological gender. Required data values are: "male", "female", "other", "unknown". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT sex (#PCDATA)>
<!ATTLIST sex codeSource CDATA "NCIC-2000"
```

The **height** element contains a person's height. This element has an attribute of **units** in addition to the normal seven attributes. The **units** attribute specifies the measurement units that were used in collecting the element data. The default for **units** is "inches".

```
<!ELEMENT height (#PCDATA)>
<!ATTLIST height units (centimeters | meters | inches | feet |
    feetInches) "inches"
```

The **weight** element contains a person's weight. This element has an attribute of **units** in addition to the normal seven attributes. The **units** attribute specifies the measurement units that were used in collecting the element data. If not specified, the default for **units** is "pounds".

```
<!ELEMENT weight (#PCDATA)>
<!ATTLIST weight units (pounds | kilograms | grams) "pounds"
```

The **eyeColor** element contains the color of a person's eyes. Required data values are: "black", "blue", "brown", "gray", "green", "hazel", "maroon", "multicolored", "pink", "unknown". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT eyeColor (#PCDATA)>
<!ATTLIST eyeColor codeSource CDATA "NCIC-2000"
```

The **hairColor** element contains the color of a person's hair. Required data values are: "black", "blond", "blue", "brown", "gray", "green", "orange", "pink", "purple", "red", "sandy", "white", "bald", "unknown". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT hairColor (#PCDATA)>
<!ATTLIST hairColor codeSource CDATA "NCIC-2000"
```

The **scarsMarksTattoos** element contains information on a person's scars, marks, and tattoos. The **agencyID** child element specifies the origination of the description of the scar, mark, or tattoo.

```
<!ELEMENT scarsMarksTattoos (agencyID, scarsMarksTattoosDescription,
    image)>
```

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The **scarsMarksTattoosDescription** element contains a description of a person's scars, marks, and tattoos, including location on the person and type.

```
<!ELEMENT scarsMarksTattoosDescription (#PCDATA)>
```

The **ethnicity** element contains a person's ethnicity, e.g., "Norwegian", "Mexican".

```
<!ELEMENT ethnicity (#PCDATA)>
```

The **race** element describes a person's race. Required data values are: "white", "black", "asian", "nativeAmerican", "unknown". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT race (#PCDATA)>
```

```
<!ATTLIST race codeSource CDATA "NCIC-2000"
```

The **citizenship** element identifies the citizenship held by a person. It is the same as the **country** element. The attribute **codeSource** is defaulted to "ISO 3166" to indicate the required source for the allowed values of this element. The three-character codes shall be used, e.g., "USA".

```
<!ELEMENT citizenship (#PCDATA)>
```

```
<!ATTLIST country codeSource CDATA "ISO 3166"
```

The **maritalStatus** element contains the marital status of a person. Required data values are: "married", "widowed", "divorced", "separated", "neverMarried", "unmarriedPartner", "unknown". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT maritalStatus (#PCDATA)>
```

```
<!ATTLIST maritalStatus codeSource CDATA "NCIC-2000"
```

The **religion** element identifies a person's religious preference or affiliation.

```
<!ELEMENT religion (#PCDATA)>
```

The **personalIDNumber** element contains identifiers assigned by various agencies and organizations. The **type** attribute shall be used to identify the kind of ID assigned, e.g., "Social Security", "driver's license", "NCIC". This element has an additional attribute: **issuingAuthority** shall contain the name of the issuing organization or state for this identification number.

```
<!ELEMENT personalIDNumber (#PCDATA)>
```

```
<!ATTLIST personalIDNumber issuingAuthority CDATA #IMPLIED>
```

The **fingerprintPattern** element contains FBI defined fingerprint pattern information. The **codeSource** attribute defaults to "FBI" as the source of the data values.

```
<!ELEMENT fingerprintPattern (#PCDATA)>
```

```
<!ATTLIST fingerprintPattern codeSource CDATA "FBI">
```

The **skinTone** element contains a description of a person's skin color or tone. Required data values are: "albino", "black", "dark", "darkBrown", "fair", "light", "lightBrown", "medium", "mediumBrown", "olive", "ruddy", "sallow", "yellow", "unknown". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT skinTone (#PCDATA)>
```

```
<!ATTLIST skinTone codeSource CDATA "NCIC-2000"
```

The **bloodType** element contains NCIC 2000 Code Manual defined information on a person's blood type. The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT bloodType (#PCDATA)>
  <!ATTLIST bloodType codeSource CDATA "NCIC-2000"
```

The **medicalCondition** element contains NCIC 2000 Code Manual defined information on a person's medical condition. The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT medicalCondition (#PCDATA)>
  <!ATTLIST medicalCondition codeSource CDATA "NCIC-2000"
```

2.4.1.2.2.2 *vehicle*

The **vehicle** element provides contains identification information for a vehicle. Vehicles include boats, automobiles, etc.

```
<!ELEMENT vehicle (vehicleType?, vehicleStyle?, vehicleMake?,
  vehicleModel?, vehicleBrand?, vehicleModelYear?,
  vehicleEnginePower?, vehicleVisibleID?, vehicleSerialNumber?,
  vehicleRegistrationNumber?, vehicleRegistrationExpiration?,
  state?, vehicleColor?, vin? , vehicleOwner?,
  vehicleOwnerAddress?, vehicleLeased?, vehicleOwnerAppliedName?,
  vehicleDescription?)>
```

The **vehicleType** element contains NCIC 2000 Code Manual defined information identifying the type of vehicle, e.g., "aircraft", "automobile", "bicycle". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT vehicleType (#PCDATA)>
  <!ATTLIST vehicleType codeSource CDATA "NCIC-2000"
```

The **vehicleStyle** element contains NCIC 2000 Code Manual defined information identifying the vehicle style, e.g., an aircraft can be "Single-Engine", "Blimp", an automobile can be "Ambulance", "Roadster". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT vehicleStyle (#PCDATA)>
  <!ATTLIST vehicleStyle codeSource CDATA "NCIC-2000"
```

The **vehicleMake** element contains NCIC 2000 Code Manual defined information identifying the vehicle make, e.g., "Audi", "Hudson". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT vehicleMake (#PCDATA)>
  <!ATTLIST vehicleMake codeSource CDATA "NCIC-2000"
```

The **vehicleModel** element contains NCIC 2000 Code Manual defined information identifying the vehicle model, e.g., **vehicleMake** "Hudson" has **vehicleModel** "commodore". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT vehicleModel (#PCDATA)>
  <!ATTLIST vehicleModel codeSource CDATA "NCIC-2000"
```

The **vehicleBrand** element contains NCIC 2000 Code Manual defined information identifying the vehicle brand, e.g., "Audi", "Hudson". This content is the same as the content of **vehicleMake**. NCIC 2000 values are the same for both elements. For example, in an NCIC "stolen vehicle" record, one sees the **vehicleMake** field. In a "stolen vehicle part" record, one sees the **vehicleBrand** field. The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT vehicleBrand (#PCDATA)>
```

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```
<!ATTLIST vehicleBrand codeSource CDATA "NCIC-2000"
```

The **vehicleModelYear** element contains the manufacturer's assigned model year, e.g., a 2002 Audi could be manufactured in 2001. The content format is CCYY, and is based on ISO 8601.

```
<!ELEMENT vehicleModelYear (#PCDATA)>
```

The **vehicleEnginePower** element contains NCIC 2000 Code Manual defined information identifying the vehicle engine power, e.g., "165 Horsepower", "2.6 Liter". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the textual part, e.g., "Horsepower", of the element values.

```
<!ELEMENT vehicleEnginePower (#PCDATA)>
```

```
<!ATTLIST vehicleEnginePower codeSource CDATA "NCIC-2000"
```

The **vehicleVisibleID** element contains the visible vehicle identification number. In the case of automobiles, this would be the license plate, for airplanes it would be the tail number, etc.

```
<!ELEMENT vehicleVisibleID (#PCDATA)>
```

The **vehicleSerialNumber** element contains the registration tag serial number information.

```
<!ELEMENT vehicleSerialNumber (#PCDATA)>
```

The **vehicleRegistrationExpiration** element contains the year, and month, if applicable, the vehicle's registration expires. The content format is CCYY[-MM], and is based on ISO 8601.

```
<!ELEMENT vehicleRegistrationExpiration (#PCDATA)>
```

The **vehicleColor** element contains NCIC 2000 Code Manual defined information identifying the vehicle's color, e.g., "Copper", "Mauve (purple)/Ivory". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT vehicleColor (#PCDATA)>
```

```
<!ATTLIST vehicleColor codeSource CDATA "NCIC-2000"
```

The **vin** element contains the Vehicle Identification Number imprinted by the manufacturer.

```
<!ELEMENT vin (#PCDATA)>
```

The **vehicleOwner** element identifies the owner of a vehicle.

```
<!ELEMENT vehicleOwner (name)>
```

The **vehicleOwnerAddress** element supplies the address of an owner of a vehicle.

```
<!ELEMENT vehicleOwnerAddress (physicalLocation)>
```

The **vehicleLeased** element contains information on whether the vehicle is leased or not.

```
<!ELEMENT vehicleLeased (#PCDATA)>
```

The **vehicleOwnerAppliedName** contains any name applied to the vehicle by the owner, e.g., "Barbara's Dream".

```
<!ELEMENT vehicleOwnerAppliedName (#PCDATA)>
```

The **vehicleDescription** element contains a textual description of the vehicle, e.g., "Ugly, beat-up, badly sun-faded, station wagon with collision damage on the left rear".

```
<!ELEMENT vehicleDescription (#PCDATA)>
```

2.4.1.2.2.3 *weapon*

The **weapon** element contains descriptive information that identifies a weapon.

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```
<!ELEMENT weapon (weaponType?, weaponMake?, weaponModel?, weaponID?,  
    weaponFinish?, barrel?, caliber?, weaponDescription?)>
```

The **weaponType** element contains NCIC 2000 Code Manual defined information identifying the weapon type, e.g., "Shotgun, Double-Barrel", "Rocket Launcher". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT weaponType (#PCDATA)>  
    <!ATTLIST weaponType codeSource CDATA "NCIC-2000"
```

The **weaponMake** element contains NCIC 2000 Code Manual defined information identifying the weapon manufacturer, e.g., "USA", "A. Zoli/Antonio Zoli". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT weaponMake (#PCDATA)>  
    <!ATTLIST weaponMake codeSource CDATA "NCIC-2000"
```

The **weaponModel** element contains NCIC 2000 Code Manual defined information identifying the weapon model, e.g., "U.S. Revolvers, M1917", "Ace". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT weaponModel (#PCDATA)>  
    <!ATTLIST weaponModel codeSource CDATA "NCIC-2000"
```

The **weaponID** element contains the weapon serial number.

```
<!ELEMENT weaponID (#PCDATA)>
```

The **weaponFinish** element contains NCIC 2000 Code Manual defined information identifying the weapon finish, e.g., "Stainless Steel", "Blue, Dark". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT weaponFinish (#PCDATA)>  
    <!ATTLIST weaponFinish codeSource CDATA "NCIC-2000"
```

The **barrel** element contains NCIC 2000 Code Manual defined information identifying the firearm barrel size, see **caliber** for examples. The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT barrel (#PCDATA)>  
    <!ATTLIST barrel codeSource CDATA "NCIC-2000"
```

The **caliber** element contains the same information as barrel, e.g., ".240 Weatherby Magnum", "13 mm Gyrojet rocket pistol/carbine". The **codeSource** attribute defaults to the NCIC Code Manual reference as the source of the element values.

```
<!ELEMENT caliber (#PCDATA)>  
    <!ATTLIST caliber codeSource CDATA "NCIC-2000"
```

The **weaponDescription** element contains a textual description of the weapon.

```
<!ELEMENT weaponDescription (#PCDATA)>
```

2.4.1.2.3 Date and Time elements

All elements containing date and time information shall conform to the format specified in 1.5 Date and Time Format (page 5).

The **date** element contains a date. The required format is: CCYY[-MM[-DD]], and is based on ISO 8601.

```
<!ELEMENT date (#PCDATA)>
```

The **birthDate** element contains the birth date of an **actor**. It is in the same format as **date**.

```
<!ELEMENT birthDate (#PCDATA)>
```

The **time** element contains a time. All times are local times. The three allowed formats are:

```
hh[:mm[:ss[.d...d]]]-hh[:mm],  
hh[:mm[:ss[.d...d]]]+hh[:mm], and  
hh[:mm[:ss[.d...d]]].
```

```
<!ELEMENT time (#PCDATA)>
```

2.4.1.2.4 Miscellaneous Elements

The **cautionInformation** provides cautionary messages about an individual. The **agencyID** sub-element identifies the origin of the information.

```
<!ELEMENT cautionInformation (agencyID?, caution?)>
```

The **caution** element contains the text for **cautionInformation**.

```
<!ELEMENT caution (#PCDATA)>
```

The **caveatInformation** element provides information regarding caveats, qualifiers, or restrictions about an individual's, entity's, or thing's history. The **agencyID** sub-element identifies the origin of the information.

```
<!ELEMENT caveatInformation (agencyID?, caveat?)>
```

The **caveat** element contains the text for **caveatInformation**.

```
<!ELEMENT caveat (#PCDATA)>
```

The **commentInformation** element contains other information about an **actor** for which no other element is appropriate. The **agencyID** sub-element identifies the origin of the information.

```
<!ELEMENT commentInformation (agencyID?, comment*)>
```

The **comment** element contains the text for **commentInformation**.

```
<!ELEMENT comment (#PCDATA)>
```

The **image** element provides an image.

```
<!ELEMENT image (agencyID?, imageData, commentInformation?)>
```

The **imageData** element contains the bits comprising an image. It has four additional attributes. **contentEncoding** specifies the means by which the binary image data has been encoded for transmission as characters, for which the default value is base-64 encoding. **href** supplies a URL or URI where the actual image data may be located. **size** is a hint about the size, in bytes, of the encoded image. **contentType** specifies the application required to view or process the decoded image.

```
<!ELEMENT imageData (#PCDATA)>  
  
<!ATTLIST imageData  
    contentEncoding CDATA "base64"  
    href CDATA #IMPLIED  
    size CDATA #IMPLIED  
    mimeType CDATA #REQUIRED
```

The **photo** element contains a photographic image.

```
<!ELEMENT photo (agencyID?, imageData, commentInformation?)>
```

The **offenderNoticeInformation** element is used to contain other information about cautions, caveats, or notices relating to an offender. The **agencyID** element identifies the origin of the information.

```
<!ELEMENT offenderNoticeInformation (agencyID?, offenderNotice?)>
```

The **offenderNotice** element contains the textual information of an **offenderNoticeInformation** element.

```
<!ELEMENT offenderNotice (#PCDATA)>
```

2.4.1.2.4.1 *charge*

charge is the identification of a criminal activity. This element has an additional attribute, **against**, which connects this **charge** with an **actor**.

```
<!ELEMENT charge (chargeNumber?, chargeSequenceNumber?,
  chargeTrackingNumber?, originatingJurisdiction?, offenseDate?,
  chargeName?, chargeStatute*, offenseCode?,
  numberOfIdenticalCharges?, chargeSeverity?, inchoateCharge?,
  chargeEnhancingFactor*, chargeReducingFactor*,
  chargeDisposition?, commentInformation*)>
```

```
<!ATTLIST charge against IDREF #REQUIRED
```

The **chargeNumber** element contains a sequentially assigned number for linking multiple charges against an **actor** through arrest, prosecution, and court disposition.

```
<!ELEMENT chargeNumber (#PCDATA)>
```

The **chargeSequenceNumber** element contains a sequentially assigned number for charge tracking purposes. For example, the first charge under an arrest might be assigned **chargeSequenceNumber** "1". As the charge changes for prosecution, conviction, etc, the sequence number would increase.

```
<!ELEMENT chargeSequenceNumber (#PCDATA)>
```

The **chargeTrackingNumber** element contains a unique identifying number assigned to the particular charge for case management purposes.

```
<!ELEMENT chargeTrackingNumber (#PCDATA)>
```

The **offenseDate** contains the date of the alleged offense. It is in the same format as **date**.

```
<!ELEMENT offenseDate (#PCDATA)>
```

The **chargeName** element contains text describing the charge.

```
<!ELEMENT chargeName (#PCDATA)>
```

The **chargeStatute** element contains the statute justifying the charge.

```
<!ELEMENT chargeStatute (#PCDATA)>
```

The **offenseCode** contains the offense code for the charge.

```
<!ELEMENT offenseCode (#PCDATA)>
```

The **numberOfIdenticalCharges** element contains the number of times an **actor** is charged with the same offense at a particular time.

```
<!ELEMENT numberOfIdenticalCharges (#PCDATA)>
```

The **chargeSeverity** element indicates the severity of a charge. The required data values are: "felony", "misdemeanor", "localOrdinance", "other", "unknown".

```
<!ELEMENT chargeSeverity (#PCDATA)>
```

The **inchoateCharge** element contains information relating to any inchoate charges. The required data values are: "solicitation", "conspiracy", "attempt", "accomplice".

```
<!ELEMENT inchoateCharge (#PCDATA)>
```

The **chargeEnhancingFactor** element contains information on factors that make a charge more serious, e.g., "armed", "against the elderly", "hate crime".

```
<!ELEMENT chargeEnhancingFactor (#PCDATA)>
```

The **chargeReducingFactor** element contains information on factors that may make a charge less serious or limit the penalty, e.g., violations observed by "photo-radar" stations in some states.

```
<!ELEMENT chargeReducingFactor (#PCDATA)>
```

The **chargeDisposition** element contains a free-text description of a law enforcement agency action, e.g., "custody only", "turned over to another agency", "not referred for prosecution", "referred for prosecution".

```
<!ELEMENT chargeDisposition (#PCDATA)>
```

2.4.2 Elements Common to Legal XML

The **barMembershipInformation** element, and its children, **barNumber**, **licenseAuthority**, **yearAdmitted**, and **barStatus**, identify members of the Bar in a particular state or province.

```
<!ELEMENT barMembershipInformation (barNumber, licenseAuthority,
    yearAdmitted?, barStatus?)>
```

Licensing state, or other authority.

```
<!ELEMENT licenseAuthority (#PCDATA)>
<!ELEMENT barNumber (#PCDATA)>
<!ELEMENT yearAdmitted (#PCDATA)>
<!ELEMENT barStatus (#PCDATA)>
```

Date and time are represented by a single element, **dateTime**.

```
<!ELEMENT dateTime (date, time)>
```

The **duration** element is used to specify a period of time. It shall conform to ISO 8601 as shown in paragraph 1.5.

```
<!ELEMENT duration (#PCDATA)>
```

The **entity** element identifies legal persons. The attribute **type** identifies the type of entity, e.g., "Corporation".

```
<!ELEMENT entity (agencyID | organizationID |
    originatingJurisdiction)>
<!ATTLIST entity type CDATA #REQUIRED>
```

fee is a court-imposed payment, differentiated from **paymentInformation**, which is supplied by the filer of the filing. The attribute **type** specifies the type of fee being assessed.

```
<!ELEMENT fee (#PCDATA)>
<!ATTLIST fee type CDATA #REQUIRED>
```

name identifies the names of people, entities, and things. The **id** attribute shall be used for alias matching. The attribute **type** identifies the type of name, e.g., "dba" (doing business as). When the **name** is an alias, the **type** attribute is required. The court may specify acceptable values for **type**. The attribute **matchWith** is used when the **name** is an alias, and contains a reference to an **id** attribute of a different **name** element. The attribute **matchWith** is required when **name** is an alias.

```
<!ELEMENT name (personName | entity | thing)>
<!ATTLIST name id ID #IMPLIED
```

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```
type CDATA #IMPLIED
matchWith IDREF #IMPLIED>
```

paymentInformation, and its children, **credit**, **debit**, **account**, **cash**, **check**, and **negotiableInstrument** are sent by the filer and identify how the filer intends to pay, is paying, or has paid any court fees.

A court may refuse to accept **paymentInformation**.

```
<!ELEMENT paymentInformation (credit | debit | account | cash | check
| negotiableInstrument)>
```

credit refers to credit card or other credit token information, e.g., a "smart card".

```
<!ELEMENT credit (amount, accountNumber, expiration, cardHolder?)>
```

debit refers to debit card or other debit token information, e.g., a "smart card".

```
<!ELEMENT debit (amount, accountNumber, expiration, cardHolder?)>
```

account refers to a prepaid or billable account that has been established at the receiving court.

```
<!ELEMENT account (amount, accountNumber, cardHolder?)>
```

cardHolder indicates the owner of the credit, debit, or account and is linked with their billing address.

```
<!ELEMENT cardHolder ((personName | entity)?, (postalAddress | email |
fax | uri))>
```

expiration is the expiration date.

```
<!ELEMENT expiration (date)>
```

cash and **amount** provide information on a payment. The data contains the amount of the payment.

```
<!ELEMENT cash (#PCDATA)>
```

```
<!ELEMENT amount (#PCDATA)>
```

The **check** element contains check information. The attribute **sequenceNumber** provides a place to indicate the imprinted number of the check. The attribute **business** indicates whether the checking account belongs to a business or a person.

```
<!ELEMENT check (amount, financialInstitution, routingNumber,
accountNumber, payee, signer)>
```

```
<!ATTLIST check
sequenceNumber CDATA #IMPLIED
business ("Yes" | "No") "No">
```

negotiableInstrument provides information about any other instrument that can be used for fee payments. The attribute **type** specifies the type of negotiable instrument being presented. The attribute **value** contains the value of the instrument if different from the amount.

```
<!ELEMENT negotiableInstrument (amount, financialInstitution,
instrumentNumber, payee, signer)>
```

```
<!ATTLIST negotiableInstrument
type CDATA #IMPLIED
value CDATA #IMPLIED>
```

The **accountNumber**, and **instrumentNumber** element contain numbers assigned by the issuer to identify credit cards, debit cards, checks, and negotiable instruments. The **format** attribute may be used to define the format of the number.

format uses the hash character (" # ") to specify a position occupied by a number digit, the "x" character to specify a position occupied by an alphabetic character, a white space character (any of the characters tab,

space, new line, etc.) to specify the position of optional white space. All other non-alphanumeric characters in a format definition must appear as shown.

```
<!ELEMENT accountNumber (#PCDATA)>
  <!ATTLIST accountNumber format CDATA #IMPLIED>
<!ELEMENT instrumentNumber (#PCDATA)>
  <!ATTLIST instrumentNumber format CDATA #IMPLIED>
```

financialInstitution identifies the issuing financial institution for the check or negotiableInstrument.

```
<!ELEMENT financialInstitution (entity)>
```

routingNumber identifies the issuing financial institution routing number for the check.

```
<!ELEMENT routingNumber (#PCDATA)>
```

The **payee** element supplies information necessary to identify the recipient of the value represented by a check or negotiableInstrument, their respective delivery addresses, and the corresponding delivery methods.

```
<!ELEMENT payee ((personName | entity)?, (postalAddress | email | fax
| uri))>
```

The **signer** element supplies information necessary to identify the signer of the check or negotiableInstrument, their respective delivery addresses, and the corresponding delivery methods.

```
<!ELEMENT signer ((personName | entity)?, (postalAddress | email | fax
| uri))>
```

designation identifies persons having the same name in different generations, different persons with the same name in an actor list, or an attorney bar number. The sender assigns the content for this element. For a Court Filing confirmation message, designation shall be the same as in the corresponding filing.

```
<!ELEMENT designation (#PCDATA | barMembershipInformation)*>
```

signature is a place holder.

```
<!ELEMENT signature ANY>
```

The **thing** element identifies property or other items that are related to a case. vehicle and weapon provide information on those items.

```
<!ELEMENT thing (#PCDATA | vehicle | weapon)*>
```

The **uri** element contains either a Universal Resource Identifier (URI) or a Universal Resource Locator (URL).

```
<!ELEMENT uri (#PCDATA)>
```

2.5 Elements for specific case types

These elements have been proposed as useful for various specific case types.

The **custody** element provides information on where, when, and whether the defendant is locked up. The attribute **status** indicates whether the defendant is jailed or not. The **defendantID** points to an actor element containing information about the defendant.

```
<!ELEMENT custody (date, physicalLocation)>
  <!ATTLIST custody status CDATA #REQUIRED
  defendantID IDREF #REQUIRED>
```

The **incident** element provides information about when and where the alleged crime was committed. **clockedSpeed** and **speedLimit** are for completeness. The attribute **chargeID** is used to connect the incident to the charge.

```
<!ELEMENT incident (date, physicalLocation, clockedSpeed?,
    speedLimit?)>
    <!ATTLIST incident chargeID IDREF #REQUIRED>
```

The elements **clockedSpeed** and **speedLimit** are provided for traffic offenses.

```
<!ELEMENT clockedSpeed (#PCDATA)>
<!ELEMENT speedLimit (#PCDATA)>
```

The **bail** element contains the information concerning the bail. The **chargeID** attribute is used to identify the charge for which bail is made. The **type** attribute identifies the type of bail. The **referenceDate** attribute identifies the date on which bail was made.

```
<!ELEMENT bail (paymentInformation)>
    <!ATTLIST bail chargeID IDREF #REQUIRED
        type CDATA #IMPLIED
        referenceDate CDATA #REQUIRED>
```

The **booking** element serves to identify when the defendant was booked. The **chargeID** attribute is used to connect the booking to a charge. The **agencyID** attribute is used to identify the booking agency. The **referenceDate** attribute identifies the date on which the booking occurred. It shall conform to the date format specified in this document.

```
<!ELEMENT booking (fingerprint)>
    <!ATTLIST booking chargeID IDREF #REQUIRED
        agencyID IDREF #REQUIRED
        referenceDate IDREF #REQUIRED>
```

3 Appendices

Information contained in appendices is not binding on conforming applications.

3.1 Statement of Intent

With the release of CourtFiling 1.1 as a proposed standard, LegalXML has reached an important milestone. CourtFiling 1.1 should enable courts and Electronic Filing Service Providers to engage in standards-based e-filing without delay.

The work of LegalXML CourtFiling is ongoing. CourtFiling 1.1 is based upon a Document Type Definition (DTD). DTD's are currently being replaced by W3C schemas, which are a more recent and robust way of defining XML documents. Therefore, CourtFiling 2.0 will introduce a CourtFiling schema in addition to an updated DTD. In addition, the W3C on February 14, 2002 made the XML Signature Standard a W3C Recommendation (and approved for Draft Standard Publication) and Exclusive Canonicalization (a companion work) should follow soon. This development makes the possibility of digitally signing CourtFiling documents using W3C standards a present reality. In addition, SOAP extensions to CourtFiling schemas offer a way to standardize the parsing of CourtFiling transmissions without the need to develop unique tools to perform the parsing such as OXCI, which could increase costs, reliance upon proprietary solutions, and isolation of LegalXML from the efforts of other XML standards bodies. These points, which were raised in a comment posted by John Messing on [See "Re: Comments on Proposed Standard" posted to dictionary@legalxml.org on January 1, 2002.], are by this Appendix acknowledged to be goals of the CourtFiling workgroup in the development of Court Filing 2.0. As a result, CourtFiling 1.1 is based upon group consensus without dissent.

3.2 Examples

Examples have been removed from this version pending the creation of new examples using the latest DTD.

3.3 Query and Response

Examples for the query and response data elements are not included. The Query and Response specification is separate from this document, and examples are contained in that document.

3.4 User Descriptions

3.4.1 Attorneys

Attorneys

- File pleadings
- Receive notifications
- Review pleadings, orders, and notices of individual cases
- Open civil cases

District Attorneys

- Open criminal cases

Pro Se (also called “Pro Per”) are defendants or plaintiffs (that is, parties) in a court case who are representing themselves.

- Limited to specific cases involving self-represented litigants

3.4.2 Judicial Officer and Staff

Judicial Officer

- Limited in jurisdiction
- Files orders
- Receives notifications
- Annotates notifications for processing by support staff
- Reviews pleadings, orders, and notices of individual cases

Judicial Support Staff

- Acts for the judge

3.4.3 Clerk of Court

- Limited to specific court jurisdiction
- Files orders and notices within court
- Receives notifications
- Reviews pleadings, orders, and notices of individual cases
- Keeps the court files, including sealed, confidential records
- Provides access to court files

3.4.4 Clerk Staff

- Limited to specific court jurisdiction
- Receives, indexes, and files pleadings, orders, and notices for litigants, attorneys, judges, and clerk of court
- Reviews queued entries prior to docketing
- Reviews pleadings, orders, and notices of individual cases

3.4.5 Super User

- Limited to one associated court
- Maintains (adds, deletes, modifies) user lists
- Maintains database

4 Change History

This is a new version of Legal XML Court Filing. It is based on the previous version, which is located at: http://www.legalxml.org/DocumentRepository/PROPOSEDSTANDARDS/CFPROPOSEDSTANDARD2001_01_04.DOC.

Sponsored by [FindLaw](#) and [Georgia State University Electronic Court Filing Project](#)

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