**EXHIBIT A: STATEMENT OF WORK**

1. Contractor will provide Court case file folders (“file folders”) to the Court on an as-needed basis. Court makes no minimum or maximum guarantee of the number of file folders to be ordered at any one time or over the term of this Agreement.
2. Contractor will submit a proof for each case file folder type for approval and acceptance by the Court’s Project Manager prior to beginning production of any Deliverables. Contractor bears all risk and costs if Contractor begins production of any folders prior to receiving such first article/proof acceptance.
3. **File folder specifications.** The Court reserves the right, prior to print layout/production, to modify or change basic content or layout of one or more file folders, at no cost, so long as the folder size and/or layout is not substantially changes.
	1. **Civil and Family Law**
		1. There are a total of two (2) different types of Kraft folders needed for five (5) different districts.
		2. Size: legal size for open shelves; 17pt. single ply Kraft.
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size, and spacing to match templates provided by Court.
		5. Labels: prefix, jurisdiction code, dismissal box, barcode, year band, case number. See PDF for specific year band, prefix, jurisdiction code and numbering colors for each district.
		6. Barcode: code 3 of 9 barcode to read identical to label specifications.
	2. **Child Support**
		1. There are a total of two (2) different districts.
		2. Size: legal size for open shelves; 17pt. single ply Kraft.
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size, and spacing to match templates provided by Court.
		5. Label: prefix, jurisdiction code, dismissal box, barcode, year band, case number. See PDF for specific year band, prefix, jurisdiction code and numbering colors for each district.
		6. Barcode: code 3 of 9 barcode to read identical to label specifications.
	3. **Landlord Tenant**
		1. There are a total of three (3) different districts.
		2. Size: legal size for open shelves; 11pt. double ply Manila.
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size and spacing to match templates provided by Court.
		5. Label: prefix, jurisdiction code, dismissal box, barcode, year band, case number. See PDF for specific year band, prefix, jurisdiction code and numbering colors for each district.
		6. Barcode: code 3 of 9 barcode to read identical to label specifications.

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* 1. **Misdemeanor**
		1. There are a total of four (4) different districts.
		2. Size: legal size for open shelves; 11pt. single ply standard White, double back with reinforced tab..
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size, and spacing to match templates provided by Court.
		5. Label: prefix, jurisdiction code, horizontal number, dismissal box, barcode, year band, case number. See PDF for specific year band, prefix, jurisdiction code and numbering colors for each district.
		6. Barcode: code 3 of 9 barcode to read identical to label specifications.
	2. **Felony**
		1. There are a total of four (4) different districts.
		2. Size: legal size for open shelves; 17pt. single ply Kraft.
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size, and spacing to match templates provided by Court.
		5. Label: prefix, jurisdiction code, horizontal number, dismissal box, barcode, year band, case number. See PDF for specific year band, prefix, jurisdiction code and numbering colors for each district.
		6. Barcode: code 3 of 9 barcode to read identical to label specifications.
	3. **AB 109 CJR**
		1. There is only one (1) district.
		2. Size: legal size for open shelves; 17 pt. single ply Kraft.
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size, and spacing to match templates provided by Court.
		5. Label: prefix, jurisdiction code, dismissal box, barcode, year band, case number. See PDF for specific year band, prefix, jurisdiction code and numbering colors for each district.
		6. Barcode: code 3 of 9 barcode to read identical to label specifications.
	4. **Juvenile**
		1. There are a total of two (2) different districts.
		2. Size: legal size for open shelves; 17 pt. single ply Kraft.
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size, and spacing to match templates provided by Court.
		5. Label: barcode, prefix, horizontal case number, case number. See PDF for specific prefix and numbering colors.
		6. Barcode: code 3 of 9 barcode to read identical to label specifications.

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* 1. **Adoption and “Standard”**
		1. There are a total of three (3) different districts.
		2. Size: legal size for open shelves; 17 pt. single ply Kraft.
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size, and spacing to match templates provided by Court.
		5. Label: prefix, jurisdiction code, dismissal box, barcode, year band, case number. See PDF for specific prefix and numbering colors.
		6. Barcode: code 3 of 9 barcode to read identical to label specifications.
	2. **Appeals**
		1. There is only one (1) district.
		2. Size: legal size for open shelves; 11 pt. double ply Manila, double back with reinforced tab.
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size, and spacing to match templates provided by Court.
		5. Label: Factory printed folder only. **NO** label.
	3. **Writ of Habeas Corpus**
		1. There is only one (1) district.
		2. Size: legal size for open shelves; 11pt. single ply Orange, double back with reinforced tab..
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size, and spacing to match templates provided by Court.
		5. Label: prefix, jurisdiction code, dismissal box, barcode, year band, case number. See PDF for specific year band, prefix, jurisdiction code and numbering colors for each district.
		6. Barcode: code 3 of 9 barcode to read identical to label specifications/
	4. **Parole Violation**
		1. There is only one (1) district.
		2. Size: legal size for open shelves; 11pt. single ply Purple, double back with reinforced tab..
		3. Fasteners: factory installed 2” bonded on the inside of the folder on both the front and back opposite side of the label.
		4. Front lettering: solid black. See PDF for examples of design layout. Font type, size, and spacing to match templates provided by Court.
		5. Label: prefix, jurisdiction code, dismissal box, barcode, year band, case number. See PDF for specific year band, prefix, jurisdiction code and numbering colors for each district. Barcode: code 3 of 9 barcode to read identical to label specifications.
1. **Deliverables.** File folders in the quantities and case types ordered by the Court on an as-needed basis.
2. **Delivery.** All file folders are to be shipped within six (6) weeks after receipt of order and Free on Board Destination Freight Prepaid to the Court’s Distribution Center located at 790 South Gifford Street, San Bernardino, CA 92408.