**MINNESOTA
JUDICIAL BRANCH**
INTEGRATION SERVICES

Criminal Case Initiation eFiling Services
Consumer Documentation

Complaints • Tab Charges • Juvenile Petitions
Adult Citations • Juvenile Citations

Table of Contents

1. Preface

This document describes the set of criminal case initiation eFiling services that are available through SCAO Integration Services. The information presented here applies to the electronic filing of criminal complaints, juvenile petitions, tab charges, and individual citations (adult and juvenile). Please note that there is additional documentation on the Integration Services website related to the electronic submission of batch citations.

See the Integration Services Technical Overview document for additional information on how to use Court Integration Services.

See the EFiling Technical Overview document for information that applies to electronic filing submission services in general.

Note: effective with mandatory eFiling in 2016, most agencies now submit criminal initiation eFiles directly from their own vendor application to the BCA, Dakota County, Hennepin County, or Ramsey County before it reaches the Minnesota Judicial Branch. This document is intended for use by agency and vendor IT staff to support those applications and related integrations, e.g. *if your agency is connected with BCA eCharging, then the BCA eCharging documentation governs the requirements of your submissions and not this document.*

2. Overview

Criminal cases may be electronically filed with the courts in varying message formats, depending upon the charging mechanism that is used. Because there is much that is common across all criminal case initiation submission messages, they are all covered in this document. These are the criminal case initiation services:

- Criminal Complaint
- Juvenile Petition
- Tab Charge
- Citation (adult and juvenile)

Charges in criminal case initiation messages can specify Minnesota statutes, local ordinances, DNR Rules and Trucking Regulations.

Courts that are the recipients of eFiled case initiations have the option to have the eFiles routed to a workflow queue in which they can review and 'accept' the documents.

Information that is unique to a specific service will be noted where appropriate.

The criminal case initiation services described here are just some of the services available from SCAO Integration Services. Refer to the Court Integration Services website for a complete list of available services.

2.1. Out of Scope

The following charging documents are not currently supported by eFiling services:
- Amended complaints
- Indictments

Only the following juvenile case types are supported with the juvenile citation eFiling service:
- Juvenile Petty Offense
- Juvenile Traffic
- Delinquency

3. Messages

Messages submitted using any of the criminal case initiation eFiling services use the SOAP messaging protocol. See the Integration Services Technical Overview document for more information on message formats, as well as information regarding the different options for accessing these services.

- The input messages to these services are referred to as a *submission* messages.
- The output messages from these services are referred to as *response* messages.

Refer to the Integration Services website for the most current version of the message schemas for these services. The CourtXML schemas define the data and structure for the submission and response messages, as well as any MNCIS code value enumerations used by the service.

Sample submission and response messages for the various case initiation submission services are available on the Integration Services website.

3.1. Complaint

3.1.1. Submission Message Definition

SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitComplaintTabCharge
Schema: CriminalComplaintDocument
Root Element: CriminalComplaintDocument

3.1.2. Response Message Definition

Push SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitComplaintTabChargeResponse
Pull SOAP Action: http://www.courts.state.mn.us/IS/02/PullHeldCriminalComplaintDocumentResponse
Release SOAP Action: http://www.courts.state.mn.us/IS/02/ReleaseHeldCriminalComplaintResponse
Schema: CriminalComplaintDocument

Root Element: CriminalComplaintDocumentResponse

3.2. Juvenile Petition (future development)

SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitJuvenilePetition
Schema: JuvenilePetitionDocument
Root Element: JuvenilePetitionDocument

3.2.1. Response Message Definition

Push SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitJuvenilePetitionResponse
Pull SOAP Action: http://www.courts.state.mn.us/IS/02/PullHeldCriminalComplaintDocumentResponse
Release SOAP Action: http://www.courts.state.mn.us/IS/02/ReleaseHeldJuvenilePetitionResponse
Schema: JuvenilePetitionDocument
Root Element: JuvenilePetitionDocumentResponse

3.3. Tab Charge

Note: The Tab Charge submission and response documents are in the same message schema as the Complaint submission and response documents.

3.3.1. Submission Message Definition

SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitComplaintTabCharge
Schema: CriminalComplaintDocument
Root Element: TabChargeDocument

3.3.2. Response Message Definition

Push SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitComplaintTabChargeResponse
Pull SOAP Action: http://www.courts.state.mn.us/IS/02/PullHeldTabChargeDocumentResponse
Release SOAP Action: http://www.courts.state.mn.us/IS/02/ReleaseHeldTabChargeDocumentResponse
Schema: CriminalComplaintDocument
Root Element: TabChargeDocumentResponse

3.4. Citations

Note: Citations may also be submitted to the courts in a batch submission format. There is additional information on the Integration Services website regarding Batch Citations.

3.4.1. Adult Citations

3.4.1.1. Submission Message Definition

SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitCitationDocument
Schema: CitationDocument
Root Element: CitationDocument

3.4.1.2. Response Message Definition

Push SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitCitationDocumentResponse
Pull SOAP Action: http://www.courts.state.mn.us/IS/02/PullHeldCitationDocumentResponse

Release SOAP Action: http://www.courts.state.mn.us/IS/02/ReleaseHeldCitationDocumentResponse
Schema: CitationDocument
Root Element: CitationDocumentResponse

3.4.2. Juvenile Citations

3.4.2.1. Submission Message Definition

SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitJuvenileCitationDocument
Schema: JuvenileCitationDocument
Root Element: JuvenileCitationDocument

3.4.2.2. Response Message Definition

Push SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitJuvenileCitationDocumentResponse
Pull SOAP Action: http://www.courts.state.mn.us/IS/02/PullHeldJuvenileCitationDocumentResponse
Release SOAP Action: http://www.courts.state.mn.us/IS/02/ReleaseHeldJuvenileCitationDocumentResponse
Schema: JuvenileCitationDocument
Root Element: JuvenileCitationDocumentResponse

3.5. Message Validation

Some of the validation applied to a submission message, (such as schema validation) is performed by the Integration Broker (IB), but most business validation is performed after the message is submitted from the IB to MNCIS.

It is possible for a submission message to pass schema validation, but fail a business edit enforced by MNCIS.

Some IB validation is common to all query request and eFile submission messages. Refer to the Integration Services Technical Overview document for information on this validation and the resulting SOAP fault errors that can occur.

Some additional validation is common to all eFile submission messages. Refer to the MNCIS EFiling Technical Overview document for information on this validation and the resulting SOAP fault errors that can occur. This document also provides a high-level message flow diagram for submission messages.

Refer to the Appendices in this document for a listing of the validation errors that are common across all criminal case initiation services, as well as those that are specific to a particular case initiation service.

3.6. Data

As noted already, the data and structures, as well as MNCIS code references are defined in the specific message schemas, or related simple type files, for each of the services. This section provides additional information about some of the data structures in the schemas, and about data that will be defaulted when the case is created.

3.6.1. **Case Number**

Case numbers will be assigned to eFiled criminal cases using the case numbering scheme that has been configured in the MNCIS application for the court node at which the case is being created.

3.6.2. **The Plaintiff**

A party with a party name of 'State of Minnesota' will be defaulted as the plaintiff (jurisdictional) party on all eFiled criminal cases.

3.6.3. **Case Title**

The case title (also known as the 'case style' in MNCIS) will default to the following formats:

Adult criminal cases: 'State of Minnesota vs [Defendant Name]'
Juvenile criminal cases: 'In the Matter of the Welfare of [Juvenile Name]'

3.6.4. **Filed Date**

The 'Filed Date' for the case will default to the date on which the case is saved to the MNCIS database. For submission messages that require review and acceptance by the court, this is the date that the case is accepted in MNCIS, which may be different than the date the filing was submitted to the court.

3.6.5. **Case Type**

Complaints
Criminal Complaint submissions will result with one of the following MNCIS case types:

- CRM – Crim/Traf Mandatory
- EXT – Extradition (Adult Criminal) - if the submission includes at least one extradition offense.

Juvenile Petitions
The juvenile petition that is submitted must specify one of the following case types/charging decisions:

- Delinquency
- Delinquency Felony (Age 16 and Older)
- Extradition (Juvenile Criminal)
- Juvenile Petty Offense
- Juvenile Traffic

Tab Charges

Cases created from tab charge submissions will have a MNCIS case type of 'CRM' (Crim/Traf Mandatory).

Adult Citations
The MNCIS case type for adult citations is determined by MNCIS/Odyssey based on the offenses submitted and other criteria of the incident.

- Crm/Traf Mandatory - citations requiring a mandatory appearance at the court.
- Crm/Traf Non-Mandatory - citations which may be paid without an appearance at the court.

Juvenile Citations
The juvenile citation that is submitted must specify one of the following case types/charging decisions:

- Juvenile Petty Offense
- Delinquency
- Juvenile Traffic

3.6.6. Defendant or Citee

Refer to the message schema for the defendant data that can be supplied in the case initiation message. There is an option to uniquely specify the defendant through the use of a PartyKey element. Otherwise, the MNCIS application implements 'party matching' functionality based on the presence of certain party elements that are provided in the message.

3.6.6.1. PartyKey

The MNCIS software assigns a unique integration identifier to every party for which a notification is published. This is referred to as a PartyKey in CourtXML. This identifier is different than a MNCIS PersonID. A MNCIS PersonID is visible in the MNCIS application, while a PartyKey is used with integration only, and is not visible in the application interface.

If a consuming system (i.e. an external system that subscribes to, or consumes, case notifications from MNCIS) retains the integration PartyKey for a party, that key can be used in a subsequent case initiation submission message for the same entity to identify the party that is to be added as the defendant on the case.

If a PartyKey is used to identify the defendant in a case initiation submission message, party matching logic will be skipped. If a party with the PartyKey provided in the message is found in MNCIS, that party will be used as the defendant on the case. If a party with that PartyKey is not found in MNCIS, the filing will be rejected.

3.6.6.2. Party Matching

If a PartyKey is not used in the submission message to identify an existing MNCIS party, MNCIS will execute 'party matching' functionality, utilizing specific person-identifying elements that were included with the submission message.

Party Matching logic uses configured point values that are associated with certain identifying data to determine if there are any 'possible' or 'exact' party matches for the defendant specified in the submission message. A 'match' can either be designated as a 'possible match' or an 'exact match' based on point thresholds.

Party Matching can result in one of the following scenarios:

i. If it is determined that there are no matches (either 'possible' matches or 'exact' matches) for the party in the submission message, a new party will be created in MNCIS, using the data provided in the message.

ii. If it is determined that there is one and only one 'exact' match, and no other 'possible' matches for the party in the submission message, the 'exact' match party will be used on the case.

iii. In any other situation not covered by the scenarios above, the submission message will be routed to a workflow queue in MNCIS where court staff will need to intervene, and make the decision to select one of the 'matched' parties to use on the case, or opt to create a new party.

Note: For case initiation submission types that have been configured to be 'forced to a workflow queue', party matching logic is executed only after the court user attempts to 'accept' the eFile from the workflow queue and create the case. Refer to the EFiling Technical Overview document for a discussion of the reasons for 'Pending Responses' that can be returned in response to a submission message.

3.6.6.3. Juvenile Citation – Citee Additional Data

The following citee elements from the juvenile citation will be stored in a formatted comment of a case event that will be added by the state integration broker when a citation has resulted in the creation of a court case. A court user will then use this data to make corresponding updates to the case.

ParentGuardianCustodian
Schema path:
JuvenileCitationDocument > Citation > Citee > *ParentGuardianCustodian*

CurrentSchoolNameText
Schema path:
JuvenileCitationDocument > Citation > Citee > *CurrentSchoolNameText*

GroupID
JuvenileCitationDocument > Citation > Citee > *GroupID*

This is the MNCIS case event that will be used to store this juvenile citee data:

Case Event Code   Case Event Description
IBCITADDTA   Citee Additional Data

3.6.7. Filing Case Events

When a case is created via a criminal case initiation submission service, a filing event will be added to the case automatically, based on the type of message document that is used to create the case. The event indicates the type of charging document that was used, and the fact that the case was initiated by eFiling.

Criminal Complaints
The filing event that is added to the case is dependent on the value provided in the <ComplaintTypeText> element in the submission message.

Value in **<ComplaintTypeText>**	**Filing Case Event Added to Case**
Complaint—Summons	EFiled Comp-Summons
Complaint--Order for Detention	EFiled Comp-Order for Detention
Complaint—Warrant	EFiled Comp-Warrant

Tab Charge
The filing event that is added to a case that is initiated with the Tab Charge submission service will always be: **Tab Charge EFiled.**

Citation (Adult and Juvenile)
The filing event that is added to the case is dependent on the value of the <InCustodyIndicator> element provided in the submission message.

Value in **<InCustodyIndicator>**	**Filing Case Event Added to Case**
true	Citation EFiled in Custody
false (or not present)	Citation EFiled

Initiate Criminal Case (internal court use only)
The filing event that is added to the case is dependent on the value provided in the <ComplaintTypeText> element, and the value of the <InCustodyIndicator> element in the Defendant structure.

Value in <ComplaintTypeText>	Value in <InCustodyIndicator>	Filing Case Event Added to Case
Complaint--Summons	N/A	EFiled Comp-Summons
Complaint--Order for Detention	N/A	EFiled Comp-Order for Detention
Complaint--Warrant	false (or not present)	EFiled Comp-Warrant
Complaint--Warrant	true	EFiled Comp-Warrant In Custody

3.6.8. Charges

Charge elements in criminal case initiation eFiles can cite Minnesota statutes, local ordinances, Department of Natural Resources (DNR) rules, Minnesota Pollution Control Agency Rules (MPCA), and trucking regulations.

Only one main charging statute may be cited for a given charge, however, one or more additional or 'supplemental' statutes may be cited in the Criminal Complaint, Juvenile Petition, and Tab Charge case eFiling services.

There are various simple type companion files used in the criminal case initiation eFiling schemas which enumerate valid statute IDs, allowed offense severity levels, communities of offense, and whether or not a statute requires some additional parameters to be submitted. Refer to the Integration Services website for information on the use of simple type schemas and companion files.

3.6.8.1. The MNCIS Offense Table and the BCA Statute Service

The MNCIS offense table and related tables are collectively referred to as "the offense table". The offense table is an integral component of the MNCIS application. It stores the offense data needed to support the creation of charges on criminal cases in MNCIS.

The Minnesota Criminal Justice Statute Service (MNCJSS) provides a central database of Minnesota statutes, as well as a query service to access the statutes. The Statute Service is maintained by the Bureau of Criminal Apprehension (BCA) at the Department of Public Safety (DPS). The Statute Service repository is the established authority for, and source of, statute information for Minnesota criminal justice agencies. All Minnesota entities that bring charges should utilize the MNCJSS to ensure correct and consistent use of Minnesota statutes.

The link between the MNCJSS and the MNCIS offense table is the Statute ID. Submitting agencies should expect that a statute that is valid in the MNCJSS will also be valid in MNCIS. Processes are in place to keep the MNCIS offense table in sync with the MNCJSS.

In case initiation eFiling message schemas, the MNCJSS StatuteID element is represented as an ID element in the Charge > OffenseID > ID structure.

Submitting agencies should use the MNCJSS as the source for statute charging information, and utilize the OffenseID when citing a Minnesota criminal statute in a criminal case initiation submission message.

Here is a link to the MNCJSS: https://webservices.crimnet.state.mn.us/statute/search.jsf

See **Appendix A** for a screenshot of a statute from the MNCJSS.

The MNCJSS does not maintain municipal ordinances or agency administrative rules. The mechanisms for citing Minnesota statutes, as well as local ordinances, administrative rules and regulations are documented below.

Note: The CourtXML simple type file called *StatutoryChargingOffenseType.xml* specifies charging statutes and their associated BCA Statute IDs. Refer to the Court Integration Services website for information on simple type schemas and companion files.

3.6.8.2. Charges Citing Statutes

CourtXML: Charge > OffenseID

To cite a Minnesota statute for a charge, the BCA Statute ID will be specified.

Note that a charge description may be included with the submission message, but this is optional. If the description is not included, the description from the MNCIS offense table will be used.

3.6.8.3. Charges Citing Ordinances

CourtXML: Charge > OffenseID

The MNCIS Offense Table also maintains individual local ordinances for every Minnesota municipality. The CourtXML simple type file called *OrdinanceOffenseCategoryType.xml* specifies charging ordinances and the associated Offense IDs. Refer to the Court Integration Services website for information on simple type schemas and companion files.

If a submitting agency feels there is an ordinance missing in MNCIS, please contact Court Administration for the court at which the case would be filed to determine how to proceed.

Note: The MNCJSS does not incorporate local ordinances or ordinance categories.

3.6.8.4. Charges Citing Rules

CourtXML: Charge > OffenseID

Some state agencies have been granted the authority by the legislature to enact administrative rules or regulations that have the force and effect of law. The Minnesota Department of Natural Resources (DNR) and the Minnesota Pollution Control Agency (MPCA) are examples of agencies that enforce specific rules.

DNR Rules
The MNCIS offense table is configured with some specific 'chapters' of DNR rules (chapters 6100 – 6290), and also has a generic 'DNRRULE' offense.

MPCA Rules
The MNCIS offense table is configured with a generic 'MPCARULE' offense for use with any violations of Pollution Control Agency rules.

Trucking Regulations
The MNCIS offense table is configured with certain Code of Federal Regulations Title 49 (Transportation) trucking offenses that are certifiable to the Department of Vehicle Services.

A charge description is not allowed with rules, the MNCIS offense table description will be defaulted.

Also note that rule offenses are defined in the CourtXML simple type file called: RuleChargingOffenseType.xml.

Note: The MNCJSS does not incorporate administrative rules or trucking regulations.

3.6.8.5. Offenses and Valid Severity Levels

The *StatutoryChargingOffenseType, OrdinanceOffenseCategoryType,* and *RuleChargingOffenseType* simple type files also specify which degrees (i.e. SeverityLevelText in the schema) are valid for a particular offense.

Shown below is an example for Statute ID 13119. Petty Misdemeanor and Misdemeanor are valid severity levels for this offense. An eFile submitted with a charge that cited Statute ID 13119 with a severity level of 'Felony' will be rejected.

```
<EnumerationValue description="Traffic - Speeding - Exceed Limit - 10 mph -
Alley" effectiveDate=" 2009-08-01">
<Text>13119</Text>
<AssociatedValue type="SeverityLevelText" code="MSD">
        <Text>Misdemeanor</Text>
```

```
        </AssociatedValue>
        <AssociatedValue type="SeverityLevelText" code="PMD">
                <Text>Petty Misdemeanor</Text>
        </AssociatedValue>
        <AssociatedValue type="StatuteOrdinanceRuleCite">
                <Text>169.14.2(a)(6)</Text>
        </AssociatedValue>
        </EnumerationValue>
```

In a similar way, the following simple type companion files document the valid severity levels for ordinances and rules:

OrdinanceOffenseCategoryType
RuleChargingOffenseType

Note: Valid severity levels for a given statutory offense in MNCIS should correspond to the valid offense levels in the MNCJSS.

3.6.8.6.   Offenses That Require Additional Elements

Some offenses require additional data about the offense to be included in the submission message. This data may be passed on to other criminal justice business partners, such as DVS, or, is needed to calculate fine amounts within MNCIS.

The **StatutoryChargingOffenseType** simple type file indicates which statutory offenses require data beyond the BCA StatuteID and the degree level. The CourtXML schemas for criminal complaint, juvenile petition, tab charge, and citation (adult and juvenile) accommodate the inclusion of these additional elements.

The simple type file currently represents configuration at the statewide level in MNCIS. Some district courts may, for example, have 'local' configuration in MNCIS that utilizes a flat amount for a fine, rather than a calculated value based on parameters.

The CourtXML schema elements that represent these additional offense parameters are listed below.

```
<VehicleOverweightMeasure>
<AnimalsOverLimitCount>
<Speeding>
<BloodAlcoholConcentration>
<VehicleRequired>
<CDLIndicator>
```

They are optional elements in the schemas, because they are needed for only a subset of offenses.

Refer to **Appendix B: Example Offenses That Require Additional Elements** for example entries from the simple type files.

3.6.8.7. Additional or Supplemental Statutes

CourtXML: Charge > *ChargeStatuteSupplemental*

As noted earlier, one or more supplemental statutes may be cited for a given charge, in addition to the main charging statute, in the Criminal Complaint, Juvenile Petition, and Tab Charge eFiling services. Refer to the ChargeStatuteSupplemental structure in the corresponding schemas.

The **Statutory*Supplemental*OffenseType** simple type file specifies which degrees (i.e. SeverityLevelText in the schema) are valid for a particular statutory offense.

3.6.8.8. Community of Offense

CourtXML: Charge > *CommunityOfOffenseText*

Every charge must specify a 'community of offense'. This is the community in which the offense occurred. The simple type companion file called **CommunityOfOffenseTextType.xml** reflects the configured 'communities of offense' in MNCIS. The entry for a given community in this simple type file specifies the CourtORI that is valid for the community, as well as the configured prosecuting entities for that community.

For example, listed below is the entry in the simple type file for the city of 'Belle Plaine'. Note that this is a valid 'community of offense' value for Scott County District Court only (MN070015J). It would be invalid if it was submitted on a charge for a case that is being filed in Douglas County. Also note that the valid prosecuting agencies for the community of offense are reflected in this simple type as well.

```
<EnumerationValue code="70BP">
       <Text>Belle Plaine</Text>
       <AssociatedValue type="InternalID">
              <Text>50570</Text>
       </AssociatedValue>
       <AssociatedValue type="ProsecutingAgencyORI">
              <Text>MNAGPRS</Text> (MN Attorney General)
       </AssociatedValue>
       <AssociatedValue type="ProsecutingAgencyORI">
              <Text>MN070021A</Text> (Belle Plaine City Attorney)
       </AssociatedValue>
       <AssociatedValue type="ProsecutingAgencyORI">
```

```
        <Text>MN070013A</Text> (Scott County Attorney)
    </AssociatedValue>
    <AssociatedValue type="CourtJurisdictionORI">
        <Text>MN070015J</Text> (Scott District Court)
    </AssociatedValue>
</EnumerationValue>
```

Note: If the values that are currently configured for community of offense for a particular jurisdiction are determined to be incorrect or incomplete, this should be pursued with the appropriate court administrator so that the necessary configuration changes can be made in MNCIS.

3.6.9. **Citation – Parking and Plate Expiration Elements**

Two new optional elements became available with the Adult Citation 3:3 schema (introduced with release 20 of integration services) to accommodate parking meter/parking space and vehicle plate expiration data:

PlateExpiration
Schema path:
CitationDocument > Citation > Incident > Vehicle > VehicleLicensePlate > *PlateExpiration*

ParkingSpace
Schema path:
CitationDocument > Citation > Incident > *ParkingSpace*

When either of these two elements is included with a citation message, a corresponding case event will be added to the case in MNCIS, with the data being stored in a formatted comment. These events are broker-added events – they are viewable in the MNCIS application, but a user cannot manually add them to the case.

Case Event Code   Case Event Description
IBPARKING   Parking Details
IBPLTEXP   Vehicle Plate Expiration

These are some examples of how the comments for these case events would look in MNCIS:

Parking Meter: CE-626
Parking Space: COB 201
Plate Expiration: Nov/2010
Plate Expiration: 2010

3.6.10. **Citation – Officer Comment Text**

With release 20 of integration services, the full OfficerCommentText included with a citation will be added to the case in MNCIS with the use of a broker-added case event. The event is viewable in MNCIS, but a user cannot manually add this event to a case.

Case Event Code   Case Event Description
IBOFFNOTE   Officer Notes

The Comments field on the Citation dialogue in MNCIS will have text that says 'See the officer notes case event.' This will exist for citations filed before 2017. Starting in 2017 with integration release 56, the Officer Comments will be included instead with the citation record in MNCIS.

3.6.11. **Complaint – Prosecutor Bar Number**

Prior to release 20 of integration services, an optional prosecutor bar number element existed in the complaint message schema but was unused.

With release 20 of integration services, this element can now be used to specify the bar number of the attorney that will be prosecuting the case resulting from the complaint.

The schema path for this element is:
CriminalComplaintDocument > Prosecutor > AttorneyBarNumber > ID

The attorney bar number refers to the attorney ID from the Minnesota Attorney Registration System (MARS).

Validation
The complaint will be rejected with a SOAP fault if the attorney bar number specified in the message cannot be found in MNCIS, or if the bar number has an inactive status in MNCIS. See Appendix E for the specific error messages.

If the bar number passes validation, it will be processed as follows:

▪ The specified attorney will be added to the MNCIS case as the lead attorney for the 'State of Minnesota' party. The date the attorney is added to the case will be the same as the 'file date' of the case.

▪ If the prosecuting agency specified in the complaint is configured in MNCIS with a 'default' attorney **, the default attorney, if different from the attorney specified in the complaint, will be removed as of the 'file date' of the case, with a reason of 'Substitution of Attorney'. The attorney specified in the complaint will then be added to the case as the lead attorney for the 'State of Minnesota' party.

- If the prosecuting agency specified in the complaint is configured in MNCIS with a 'default' attorney **, and the default attorney, is the same as the attorney specified in the complaint, no action will be taken.

**   Note: MNCIS provides the capability to set a default attorney for a given prosecuting agency. Some courts, in conjunction with the specified agency, have opted to implement this configuration.

4. Authorization and Access to Use These Services

4.1. Authorization to Use These Services

A criminal justice partner agency must be granted a specific right to use a criminal case initiation eFiling service. Refer to the Integration Access Rights to MNCIS Case Records document, available on the Court Integration Services website for an overview of the process for requesting access to use court integration services.

Note: effective with mandatory eFiling in 2016, most agencies now submit criminal initiation eFiles directly from their own vendor application to the BCA, Dakota County, Hennepin County, or Ramsey County before it reaches the Minnesota Judicial Branch. This document is intended for use by agency and vendor IT staff to support those applications and related integrations, e.g. if your agency is connected with BCA eCharging, then the BCA eCharging documentation governs the requirements of your submissions and not this document.

4.2. Accessing these Services

Criminal case initiation eFiling services can be accessed through IBM MQSeries messages or Web Services. Refer to the Integration Services Technical Overview document for information on these methods.

5. Troubleshooting

5.1. Message Retention

Submission and response messages are retained for a period of time to assist with troubleshooting. Criminal case submission services adhere to the general message retention policy for submission messages that can be found in the MNCIS EFiling Technical Overview document.

5.2. Problem Resolution Steps

Review the Integration Services Technical Overview document for general steps that can be taken to resolve issues with the use of this service.

6. Document Revision History

Date	Author	Revision Highlights
2/15/2008	R. Gosewisch	Document created.
6/15/2008	R. Gosewisch	▪ Updated the Overview section. ▪ Added additional validation errors to Appendix. ▪ Added a section called Out of Scope. ▪ Updated the section on Case Type.
6/25/2008	R. Gosewisch	Added a section called Community of Offense.
6/27/2008	R. Gosewisch	Added additional validation errors to Appendix, and added a note about error codes.
7/10/2008	R. Gosewisch	Added validation errors 301, 302, 303 and 355 to Appendix.
7/6/2009	R. Gosewisch	Added validation error 346 to Appendix.
7/6/2009	R. Gosewisch	Clarified the Description/Resolution for error 346 in Appendix.
1/27/2010	R. Gosewisch	Made updates related to Release 20 of Integration Services: ▪ Citation –Two new optional elements in the 3:3 version of the schema (ParkingSpace and PlateExpiration); refer to Section 4. ▪ Citation – The complete text of officer notes included with a citation will be stored in a broker-added case event; refer to section 4. ▪ Complaint – The existing, but previously unused, prosecutor bar number in the Complaint and Initiate Criminal Case schemas can now be used to add an attorney to the 'State of Minnesota' party; refer to Section 4, and Appendix for related validation errors
6/1/10	R. Gosewisch	Added a new non-numbered validation error to Appendix, in conjunction with Tyler project 3845 (included with the implementation of R2009SP2). This project implements a custom edit to insure that a case with one or more mandatory appearance charges is not initiated with a case type that disallows mandatory appearance charges. Note (1/27/17): this validation error is removed since case type is now determined automatically within Odyssey.
7/12/11	R. Gosewisch	Updated to include the juvenile citation eFiling service.
1/27/17	J. Hoch	Updated to reflect current environment in preparation of adding juvenile petitions. - Charging structure changes noted. - Local Ordinance changes. - Removed references only of interest to internal court integration. - Added placeholders for juvenile petition service.
2/13/2017	R. Rowan	Changed format of this document. No content was changed.

Appendix A: Sample BCA Statute Service Entry

The Statute ID for charging statute 609.19.1(1) is 668. The Statute ID of 668 must be used in the submission message.

Minnesota BCA
Minnesota Criminal Justice Statute Service
Bureau of Criminal Apprehension

Home > Statute Details

| Search | Web Service | About | Subscribe to Updates | Contact | Help | Reports | Citation Cheat Sheet |

609.19.1(1)
Murder - 2nd Degree - With Intent-Not Premeditated

Statute ID: 668
Expired

| Back to Results | New Search | Refine Search |

| **Function Details** | **History** | **Text** |

Charge

Classifications

Offense Level:	Felony (F)
General Offense Code:	Person (1)
Offense Summary Code & Rank:	Homicide (H) (Rank 1)
Detailed Offense Code:	Murder 2 (120.2)
Offense Severity Level:	
Function Text:	

UCR Code   **Description**

Flags

Crime of Violence:	Yes
Targeted Misdemeanor:	No
Predatory Offender Registration Review:	No
Enhanceable:	No
Certify to DPS:	No
Report to DNR:	No
DPS Group:	No
Conditional Release:	No
Payable:	No
Petty Misd Only if Prosecutor Certifies:	No
Third Violation Indicator:	No

Appendix B: Example Offenses That Require Additional Elements

These are examples from the StatutoryChargingOffenseType.xml simple type companion file.

Example 1: An Offense that requires an amount for <VehicleOverweightMeasure>

Example entry for StatuteID 9360:

```
<EnumerationValue description="Motor Vehicle Registration - Gross Weight Exceeds
Registered Limit" effectiveDate="1859-01-01">
        <Text>9360</Text>
        <AssociatedValue type="StatuteOrdinanceRuleCite">
                <Text>168.013.3(b)</Text>
        </AssociatedValue>
        <AssociatedValue type="RequiredAdditionalDataElement">
                <Text>VehicleOverweightMeasure</Text>
        </AssociatedValue>
</EnumerationValue>
```

If this offense is used in a submission message, the VehicleOverweightMeasure element must be provided.

Example 2: An Offense that requires an amount for <AnimalsOverLimitCount>

Example entry for StatuteID 9349:

```
<EnumerationValue description="Fish and Game - Take or possess over limit"
effectiveDate="1859-01-01">
        <Text>9349</Text>
        <AssociatedValue type="StatuteOrdinanceRuleCite">
                <Text>97C.401</Text>
        </AssociatedValue>
        <AssociatedValue type="RequiredAdditionalDataElement">
                <Text>AnimalsOverLimitCount</Text>
        </AssociatedValue>
</EnumerationValue>
```

If this offense is used in a submission message, the AnimalsOverLimitCount element must be provided.

Example 3: An Offense that requires an amount for <Speeding> sub-elements:

- PostedSpeedMeasure
- ObservedSpeedMeasure

```
Example entry for StatuteID 13119:

<EnumerationValue description="Traffic - Speeding - Exceed Limit - 10 mph - Alley"
effectiveDate="2009-08-01">
        <Text>13119</Text>
        <AssociatedValue type="StatuteOrdinanceRuleCite">
                <Text>169.14.2(a)(6)</Text>
        </AssociatedValue>
        <AssociatedValue type="RequiredAdditionalDataElement">
                <Text>Speeding</Text>
        </AssociatedValue>
 </EnumerationValue>


If this offense is used in a submission message, the Speeding element must be provided.
The Speeding element has two sub-elements: PostedSpeedmeasure and
ObservedSpeedMeasure.
```

Example 4: An Offense that requires an amount for <BloodAlcoholConcentration> sub-elements:

- Level
- Status

```
Example entry for StatuteID 12916:

 <EnumerationValue description="Traffic - DWI - Second-Degree Driving While Impaired;
2 or more Aggravating Factors" effectiveDate="2009-07-01">
        <Text>12916</Text>
        <AssociatedValue type="StatuteOrdinanceRuleCite">
                <Text>169A.25.1(a)</Text>
        </AssociatedValue>
        <AssociatedValue type="RequiredAdditionalDataElement">
                <Text>BAC</Text>
        </AssociatedValue>
</EnumerationValue>

If this offense is used in a submission message, the BloodAlcoholConcentration element
must be provided.  This element has two sub-elements: Level and Status.
```

Appendix C: Validation Errors

- Most of the errors listed here are returned in the format of CourtXML responses. See the message schema for the full response message structure. If an error is returned in the form of a SOAP fault, that will be indicated in the table below.
- Refer to the EFiling Technical Overview document for other non-service specific SOAP fault type errors that can occur with submission messages, and the Integration Services Technical Overview document for SOAP faults that can occur with any integration service.

Error Code	Error Text	Description/Resolution
1	Party match update failed: The Party with the specified ID was not found.	The party key that was used to identify the defendant is not valid. One reason for this could be that the specified party key has been the source of a party merge in MNCIS. Once a party has been merged, the party can no longer be identified in submission messages by the old, or 'source ID' – the new, or 'target ID' must be used. Agencies wishing to use party keys in their submissions should subscribe to Party Merge notifications to keep the submitting application current for parties that have been merged in MNCIS.
56	The ChargeOffenseDate is in the future.	The OffenseDate for one or more of the charges is in the future.
60	The StatuteCode: [*value*] is invalid based on its Repeal Date.	One or more of the cited statutes in the message has a repeal date that is before the offense date.
61	The StatuteCode: [*value*] is invalid because it is not configured to be a Charging Offense.	The offense associated with the cited Statute ID is not configured to be used as a 'charging' statute.
223	MOC is required when the degree code is GMD or FEL.	When a charge has a degree of GMD (Gross Misdemeanor) or FEL (Felony), an MOC (Minnesota Offense Code) value must be provided in the MinnesotaOffenseCode element for that charge.
225	DPSGroup/Status is a required field.	One or more of the cited charges requires blood alcohol parameters to be included so they can be passed to DPS. The simple type companion file called StatutoryChargingOffenseType.xml identifies whether or a not an offense requires the inclusion of blood alcohol parameters.
252	Offense Date To and Offense Time To must be on or after Offense Date and Time.	The combination of OffenseDate and OffenseTime must be on or before the combination of OffenseDateEnd and OffenseTimeEnd.

Error Code	Error Text	Description/Resolution
255	The degree code is invalid for the offense code specified.	The SeverityLevelText (e.g. Felony, Misdemeanor) specified for one of the charges is not valid for the offense.
261	You cannot pass in a reporting officer or badge number without a reporting agency.	MNCIS requires a reporting agency ORI identifier if an officer name and/or badge number are included in the Report structure of the submission message.
265	The prosecuting agency: [*value*] is not valid based on the jurisdiction: [*value*].	The agency specified in the ProsecutingAgencyORI element is not configured to be a valid prosecuting agency for the community of offense that is specified. Refer to the CommunityOfOffenseTextType.xml simple type file.
301	One or more of the required parameters to the Wildlife Fine Calculation is missing or invalid. The required parameters are: NoAnimal.	One or more of the statutes cited references an offense that requires a value in the AnimalsOverLimitCount element. Offenses requiring this parameter are identified in the simple type companion file called StatutoryChargingOffenseType.xml with a value of 'AnimalsOverLimitCount' in the AssociatedValue element that has a 'type' attribute of "RequiredAdditionalDataElement". Note: 'NoAnimal' in the error text represents 'number of animals' but can also refer to 'number of fishing lines', etc. This value is needed for those DNR offenses that are based on a count over a specified limit.
302	One or more of the required parameters to the Overweight Fine Calculation is missing or invalid. The required parameters are: PoundsOver.	One or more of the statutes cited references an offense that requires a value in the VehicleOverweightMeasure element. Offenses requiring this parameter are identified in the simple type companion file called StatutoryChargingOffenseType.xml with a value of 'VehicleOverweight' in the AssociatedValue element that has a 'type' attribute of "RequiredAdditionalDataElement".

Error Code	Error Text	Description/Resolution
303	One or more of the required parameters to the Speeding Fine Calculation is missing or invalid. The required parameters are: SpeedActual, SpeedPosted.	One or more of the statutes cited references an offense that requires values in the Speeding > PostedSpeedMeasure and Speeding > ObservedSpeedMeasure elements. Offenses requiring these parameters are identified in the simple type companion file called StatutoryChargingOffenseType.xml with a value of 'Speeding' in the AssociatedValue element that has a 'type' attribute of "RequiredAdditionalDataElement".
314	The offense code [*value*] is not valid based on the offense date on the charge and the effective date on the code.	The effective date of the statute cited on a charge is after the date of the offense, and is thus invalid. The simple type companion file called StatutoryChargingOffenseType.xml carries an effectiveDate attribute on the EnumerationValue element that specifies the effective date of a statute.
330	The DPSGroup additional charge component is invalid for the offense code: [*value*].	Blood Alcohol Concentration (BAC) data was provided for an offense which is not configured for these elements.
346	A duplicate Case Party Name exists.	A <PartyAlternateName> for the defendant has the same value as the <PartyName> for the defendant. An alias name cannot be the same as the primary name for the defendant.
355	The agency on the citation is invalid. It must be a Law Enforcement agency.	The issuing agency specified on the citation is not configured as a Law Enforcement agency. MNCIS is expecting the agency that issued the citation to be a law enforcement agency.
n/a	There are multiple charges with the same count number.	
n/a	The Speeding Fine Calculation is invalid for the offense code: [*value*].	Speed parameters were included in the submission message for an offense for which speed parameters are invalid.
SOAP fault: Criminal Complaint	Prosecutor bar number not found in MNCIS	The prosecutor bar number specified in the complaint message does not exist in MNCIS. Correct the bar number or resubmit the complaint without a bar number.

Error Code	Error Text	Description/Resolution
SOAP fault: Criminal Complaint	Prosecutor bar number has inactive status in MNCIS	The prosecutor bar number specified in the complaint message has an inactive status in MNCIS. Resubmit the complaint without a bar number and pursue the reason for the inactive status with the specified attorney or the Minnesota Attorney Registration Office.
SOAP fault: Juvenile Citation	The 'http://www.courts.state.mn.us/CourtXML/3:*ID*' element is invalid - The value *[ID]* is invalid according to its datatype 'String' - The Pattern constraint failed.' [ID] refers to the EFileID > ID element	The eFile ID for a juvenile citation must begin with the characters 'Juv'.
SOAP fault: Juvenile Citation	The citee is 18 years old, or older, as of the offense date'.	The age of the citee has been determined to be equal to or greater than 18, as of the date of the offense. Review the citee's date of birth and/or the offense date for accuracy, and determine whether the citation should be resubmitted as an adult citation.
SOAP fault: Juvenile Citation	'OtherRelationshipText is required if ParentGuardianCustodian RelationshipText is 'Other'.	The citation specified a value of 'Other' for ParentGuardianCustodian > RelationshipText, but the 'OtherRelationshipText' element was not included. The value for this element is needed so the court user knows what connection type to use when adding the parent/guardian/custodian to the court case.