MINNESOTA JUDICIAL BRANCH
INTEGRATION SERVICES

Other Agency Note to File

Electronic Submission Service

Consumer Documentation

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1. Preface

This document describes the MNCIS Other Agency Note to eFile electronic submission service.

On the Court Integration Services website at **http://www.mncourts.gov/is**:

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

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

2. Overview

The Other Agency Note to File service provides the capability for authorized agencies to electronically submit a note that can be viewed on the case summary.

For example, the jail can submit a note to the court indicating that the defendant has posted bail.

Example of how this service is being used:

- Hennepin County uses the Other Agency Note to File service to inform the court of the bail status of a person who has been detained

The Other Agency Note to File service places an event on a case in MNCIS. That event is a "Justice Agency Note to File" event, and the note appears as a comment on that event. In the MNCIS application, the result of a successful update by this service is reflected on the case summary tab and the events tab in MNCIS.

A CourtXML response message is returned to the submitter of the Other Agency Note to File message.This is referred to as an 'eFiling response message' (or simply, 'response' message) and it lets the submitter know the status of the submission message.

Please note that an Other Agency Note to File update does not generate a case notification. This service is intended only to allow an authorized agency to submit an informational note. It has no impact on the status of the case and does not appear on the case Register of Actions.

The Other Agency Note to File service is just one of the services in the Court Integration Service Catalog. Refer to the Court Integration Services website at http://www.mncourts.gov/is for a complete list of available services.

3. Messages

Messages that make up the Other Agency Note to File submission service use the SOAP message structure. See the Integration Services Technical Overview document for more information on the general format for Integration Services messages.

Refer to the [Court Integration Services](#) website for the most current version of the schema for this service. That CourtXML schema has the most up to date structure for this submission message.

Sample submission and response messages are available on the Court Integration Services website.

3.1. Submission Message

The input message to this service is referred to as a *submission* message.

3.1.1. Message Definition

SOAP Action: http://www.courts.state.mn.us/IS/02/SubmitAddOtherAgencyNote
Schema: OtherAgencyNote
Root Element: AddOtherAgencyNote

3.1.2. Message Details

Refer to the schema for this service to learn about the data that is included in the submission message, as well as any MNCIS code value enumerations that this service uses.

Message Correlation:
Message correlation functionality may be used with Other Agency Note to File submission messages. This functionality allows the Other Agency Note to File message to be submitted with a correlation identifier (in lieu of a case number) that represents a prior eFiled case initiation message. Other Agency Note to File messages may only be correlated to case initiating eFiles (i.e. complaint, tab charge or citation). Refer to the [eFiling Technical Overview](#) document for information about eFiling correlation functionality.

3.1.3. Message Validation

Some of the validation applied to a submission message, (such as schema validation) is performed by the state Integration Broker (IB), and some 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 some business edits enforced by MNCIS.

Some IB validation is common to all query request and eFile submission messages. Refer to the [Integration Service 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 Appendix A in this document for a list of validation errors that are specific to the Agency Note to File submission service.

3.2.   Response Message

The output message from this service is referred to as a *response* message.

3.2.1. Message Definition

Refer to the [Integration Service Technical Overview](#) document for information regarding the different options for receiving response messages.

Push SOAP Action: http://www.courts.state.mn.us/IS/02/   *Submit*AddOtherAgencyNoteResponse
Pull SOAP Action: http://www.courts.state.mn.us/IS/02/   PullHeldAddOtherAgencyNoteResponse
Release SOAP Action: http://www.courts.state.mn.us/IS/02/   ReleaseHeldAddOtherAgencyNoteResponse

Schema: OtherAgencyNote
Root Element: AddOtherAgencyNoteResponse

3.2.2. Message Details

Refer to the schema for this service to learn about the data that is included in the response message.

4. Usage

4.1.   Authorization

A consumer must be granted a specific right to use the Agency Note to File electronic submission service. Refer to the [Request Access](#) link on the [Court Integration Services](#) website at http://www.mncourts.gov/is for an overview of the process for requesting access to use court integration services.

4.1.   Accessing the Service

Other Agency Note to File messages may be submitted as IBM MQ Series messages, or through the use of a web service. Refer to the [Integration Services Technical Overview](#) document for information on these methods.

5. Troubleshooting

5.1.   Message Logging

Messages, as they are processed, are logged into an application that we call our Message Warehouse.   Using the Message Warehouse we are able to look at messages that were processed and see the results of that processing.   This allows us to better troubleshoot issues and answer questions about why something happened the way it did.   It also allows us to recover messages that may have been lost. Messages are eventually purged from the Message Warehouse.

Agency Note to File submission and response messages adhere to the general retention policy for submission messages documented in the 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
6/18/2008	R. Rowan	Document created.
2/13/2017	R. Rowan	Changed format of this document. No change to content.
8/11/2017	T. Adams	Added links to technical documents. Added http://www.mncourts.gov/is web address reference for Court Integration Services website.

Appendix A: Validation Errors

- See the message schema for the full response message structure.
- Refer to the eFiling Technical Overview document for other SOAP fault type errors that can occur with submission messages.

#	Type	Error Code *	Error Text	Description/Resolution
1	Soap Faile	0	Case Not Found	The case specified in the submission does not exist in Odyssey.

* System rejection error codes will be included in future development by the MNCIS vendor.