Subsequent Filing

Consumer Documentation

Contents

1. Preface

This document provides technical consumer documentation for partners interested in using Integration Services to submit eFS envelopes for the purpose of filing and/or serving documents into existing court cases.

2. Overview

The Subsequent Filing Service allows authorized external agencies to submit documents from their system directly into eFS for filing into existing court cases and/or service. For example, prosecutor and public defender offices could use this service in conjunction with the Service Information Query to submit a motion and serve it to the other parties on the case.

The Subsequent Filing Service is just one of the Court Integration services. Refer to the Court Integration Services website at http://www.mncourts.gov/is for a complete list of available services.

Messages for these services use elements from the Electronic Court Filing (ECF) 4.0 format whenever possible.

Minnesota Court Information System (MNCIS) is the system of record for the State of Minnesota District (Trial) Courts. eFile and eServe (eFS) is the web-based system that is used to electronically file documents into the State of Minnesota District (Trial) Courts. It also provides the means for performing service electronically for district court cases. Additional information about eFS can be found on MNCourts.gov, currently in the "HOW DO I…? eFile in District Court" section.

3. Required Messaging Overview

Part 1

CoreFilingMessage, PaymentMessage, and SubmissionAgreementMessage

Authorized Partner

Courts

MessageReceiptMessage
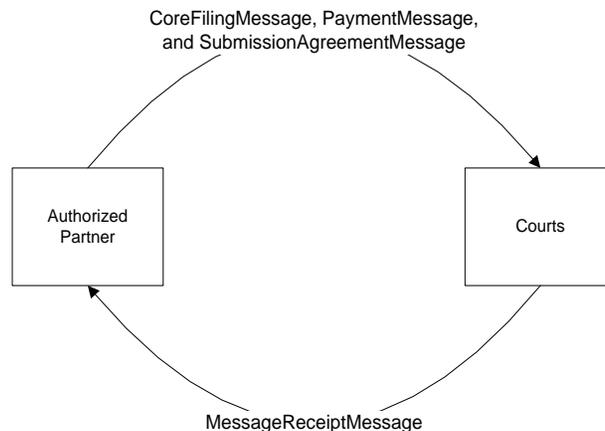
At the point a partner wants to file and/or serve a document into an existing case, they submit a SOAP envelope to the courts containing a CoreFilingMessage, a PaymentMessage, and a SubmissionAgreementMessage. (Note: the PaymentMessage allows for the use of waiver payment accounts in situations where payment is not required.) The MessageReceiptMessage will be a synchronous response to the partner indicating that the message was received and notifying of any initial errors with the transmission.

Part 2
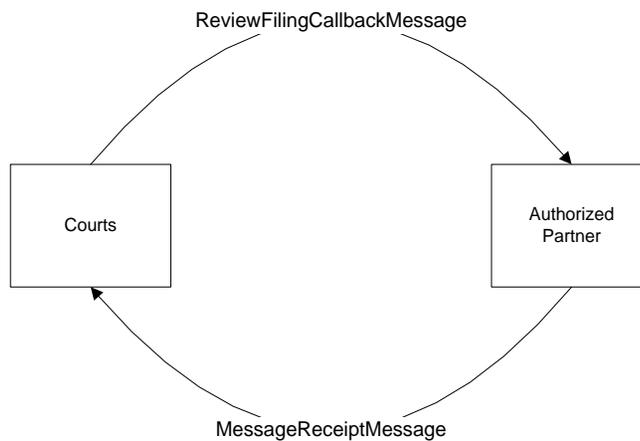
Once a document has been reviewed by the Courts a message will be sent to the partner with an accepted date or a rejection reason. The partner will then send a receipt message to acknowledge that they received the callback message.

Messages that make up the Subsequent Filing service use the SOAP message structure. See the Integration Services Technical Overview document for more information on the general format for Integration Service messages.

4. Messages Exchanged

Core Filing Message
This is the initial message sent to the courts in the Subsequent Filing process. This message will contain the original document(s) being submitted and any contacts to who the documents should be served.

Payment Message

This message will be included in the same SOAP envelope as the CoreFilingMessage. It will indicate which eFS Payment Accounts should be used for the filing. (Note: the PaymentMessage allows for the use of waiver payment accounts in situations where payment is not required.) The Firm Payment Account Query service can be used to lookup the relevant information for the eFS Payment Accounts belonging to that firm.

Submission Agreement Message

This message will be included in the same SOAP envelope as the CoreFilingMessage. This message indicates that the submitter has agreed to the included messages, which is a requirement for submitting into eFS. The inclusion of the SubmissionAgreementMessage indicates that the partner system has displayed the included submission agreement notices to the submitter, and that the submitter has agreed to them.

Message Receipt Message (from courts to partner)

This is the response to the submitted CoreFilingMessage. It will indicate that the court has received the CoreFilingMessage, will provide any new identifiers for the submitted documents, and will indicate whether there were any initial errors with the transmission.

Review Filing Callback Message

This message will be received for each document that was submitted in the CoreFilingMessage. (e.g. If the CoreFilingMessage had two documents there will be two ReviewFilingCallbackMessages received.) If the document is accepted by the courts, this message will include the accepted date and a copy of the document exactly as it was when added to the court record (including file stamp). If the document is rejected by the courts, this message will indicate why the document was rejected.

Message Receipt Message (from partner to courts)

This is the response to a ReviewFilingCallbackMessage. It will indicate that the message was successfully received, or if there were any errors encountered.

5. Supplemental Messaging Overview

There are additional services available which you may choose to use in conjunction with the Subsequent Filing service. They are described in more detail in other documents, but why you would consider using them if you are using the Subsequent Filing service is summarized here.

1. User Authentication Service
   - Allows authorized partners to authenticate their user's eFS account and receive a Password Hash back from Court Integration Services. This Password Hash can then be used in lieu of that user's password for all other eFS integrations for the remainder of the day.
   - Partners may want to use this service so they can prompt their users for their eFS password once at the beginning of the day, and then store and use the returned password hash for the remainder of the day.

2. Service Information Query Service
   - Allows authorized partners to submit a query to the courts to learn what parties and service contacts are associated with a case in eFS.
   - This information will be necessary if you plan to serve the document(s) included in your Subsequent Filing message
3. Firm Payment Account Query Service
   - Allows authorized partners to lookup the unique PaymentID value for each payment account within their eFS firm.
     i. Most government agencies have a "waiver" account configured with their eFS firm, since their filings typically do not require payment.
     ii. Firms may also have credit card payment accounts.
     iii. Each eFS firm has its own payment accounts, so if your users are spread across multiple eFS firms they will not all be able to use the same PaymentID in their Subsequent Filing messages.
   - A PaymentID is required with each Subsequent Filing message.
   - The PaymentID for a payment account is static once it is created, so it is possible that this service will only need to be used during the initial configuration of your system.
4. Firm Attorney Query Service
   - Allows authorized partners to lookup the Court Record Attorney ID values for the attorneys they have configured within their eFS firm.
   - It is not required to indicate the filing attorney with a Subsequent Filing message.
   - Bar Number may also be used to identify the filing attorney.

6. Core Filing Message

Note: we are making a substitution in the original ecf:CoreFilingMessage, as defined in MSCExtensions-4.0.xsd /
http://www.courts.state.mn.us/MSCExtensions-4.0 . We are substituting a new FilingLeadDocument element to replace the original ecf:FilingLeadDocument. For the rest of this document, we will use the abbreviation msce to refer to this namespace.

Case Number
1. Required
   a. ../nc:Case/nc:CaseDocketID

Courtesy Copies
1. Optional
   a. ../msce:FilingLeadDocument/msce:CourtesyCopies/nc:ContactEmailID
2. Used to identify email addresses to which a courtesy copy of that particular document should be sent.

Document

1. Required
   a. ../msce:FilingLeadDocument/ecf:DocumentRendition/ecf:DocumentRenditionMetadata/ecf:DocumentAttachment/nc:BinaryBase64Object
2. This is the actual document being submitted, encoded in Base64
   a. Documents should be formatted as PDF unless other rules apply

Document Name

1. Optional
   a. ../msce:FilingLeadDocument/ecf:DocumentRendition/ecf:DocumentRenditionMetadata/ecf:DocumentAttachment/nc:BinaryDescriptionText
2. This is the name of the document being submitted
3. The DocumentName should end in the appropriate file extension for the document being submitted.
4. This value should be unique for each document being submitted in the envelope
5. If this value is not provided, a document name will be generated for you.

Document Submitter

1. Required
   a. ../nc:DocumentSubmitter/ecf:EntityPerson
2. Submissions initiated by individual system users should include the EntityPerson
3. Name
   a. ../nc:DocumentSubmitter/ecf:EntityPerson/nc:PersonName/..
4. Individual User Identification
   a. ../nc:DocumentSubmitter/ecf:EntityPerson/nc:IdentificationID
   b. The corresponding ../nc:DocumentSubmitter/ecf:EntityPerson/nc:IdentificationCategoryText should be set to "Requesting System User Identification"
5. Originating Agency ORI
   a. ../nc:DocumentSubmitter/ecf:EntityPerson/nc:IdentificationID
   b. The corresponding ../nc:DocumentSubmitter/ecf:EntityPerson/nc:IdentificationCategoryText should be set to "Originating Agency Identification Number"

Filing Action

1. Required
2. Documents may be submitted through the SubsequentFiling service to be
   a. Filed with the courts
   b. Served to other parties on the case
   c. Filed with the courts AND served to other parties on the case

3. Identify which of the above actions is desired for each document by populating the ../msce:FilingLeadDocument/nc:DocumentStatus/nc:StatusText element with either:
   a. To Be Filed
   b. To Be Served
   c. To Be Filed and Served

Filing Attorney

1. Required (but empty values are allowed on all filing lead documents)
   a. ../msce:FilingLeadDocument/ecf:DocumentMetadata/ecf:FilingAttorneyID/..
2. The Filing Attorney can be identified using multiple types of identifier.
   a. The identifier itself should be provided in ../msce:FilingLeadDocument/ecf:DocumentMetadata/ecf:FilingAttorneyID/nc:IdentificationID
   b. The type of identifier being provided should be identified in ../msce:FilingLeadDocument/ecf:DocumentMetadata/ecf:FilingAttorneyID/nc:IdentificationCategoryText
      i. Any of the following methods/IdentificationCategoryText values are allowed
         1. Court Record Attorney ID
            a. A unique identifier for that particular attorney record in eFS
            b. Can be looked up using the Firm Attorney Query Service
            c. Will always be unique
         2. Bar Number
3. While the element being used for the Filing Attorney lives on an individual Filing Lead Document, eFS only allows for one filing attorney to be defined per envelope. Because of this, only the Filling Attorney identified in the msce:FilingLeadDocument where the nc:DocumentSequenceID = 0 will be used.

Filing Code

1. Required
2. Filing codes in eFS map to Case Events within MNCIS
3. Some filing codes are only able to be used in certain case categories. A document identifying the filing codes available for use in each case category can be found within the Court XML simple type files.
   a. Name of simple type file is FilingCodeType
      i. Please note that not every Filing Code enumerated in this simple type file is able to be used by your agency with this service. Please be mindful of the "IsCourtUseOnly" and "IsSubsequentAllowed" associated values in the simple type companion file.
4. The desired filing code can be identified by either the Case Event Text or the Case Event Code
   a. Place the identifying information in ../msce:FilingLeadDocument/nc:DocumentIdentification/nc:IdentificationID
   b. Tell us whether the IdentificationID is the *Case Event Text* or the *Case Event Code* in ../msce:FilingLeadDocument/nc:DocumentIdentification/nc:IdentificationCategoryText

5. If you wish to have a document for service only, put *Service Only* in both the ../msce:FilingLeadDocument/nc:DocumentIdentification/nc:IdentificationID and ../msce:FilingLeadDocument/nc:DocumentIdentification/nc:IdentificationCategoryText elements

Filing Comments

1. Required
   a. ../msce:FilingLeadDocument/ecf:DocumentMetadata/ecf:SpecialHandlingInstructions
2. This field is used to indicate whether the document should be public, confidential, or sealed.
   a. Free text field, same as in eFS user interface.

Filing Description

1. Required
   a. ../msce:FilingLeadDocument/nc:DocumentDescriptionText

Optional Services

1. Optional
   a. ../msce:FilingLeadDocument/msce:DocumentOptionalService/..
2. Different optional services are allowed for the different combinations of Filing Code and eFS Case Category
3. The Optional Service can be identified using multiple types of identifier.
   a. The identifier itself should be provided in ../msce:FilingLeadDocument/msce:DocumentOptionalService/nc:IdentificationID
   b. The type of identifier being provided should be identified in ../msce:FilingLeadDocument/msce:DocumentOptionalService/nc:IdentificationCategoryText
      i. Any of the following methods/IdentificationCategoryText values are allowed
         1. Optional Service Code
            a. A code describing the optional service
            b. Potential values are defined in the FilingCodeType.xml simple type companion file. They are also enumerated in the OptionalServiceType simple type file.
               i. They are listed in the FilingCodeType file because different optional services are valid depending on the Case Category and Filing Code.
         2. Optional Service Text
            a. A description of the optional service
            b. Potential values are defined in the FilingCodeType.xml simple type companion file. They are also enumerated in the OptionalServiceType simple type file.
               i. They are listed in the FilingCodeType file because different optional services are valid depending on the Case Category and Filing Code.
4. Some Optional Services use a multiplier value to indicate how many of that optional service should be included. (e.g. Copy Fees, where the multiplier indicates how many copies are being created.)
   a. Whether a multiplier value is required or not will be defined in the OptionalServiceType simple type file.

      b. An integer for the multiplier value should be provided in
      ../msce:FilingLeadDocument/msce:DocumentOptionalService/msce:Multiplier

Party Responsible for Fees

1. Required
   - ../msce:FilingLeadDocument/ecf:DocumentMetadata/ecf:FilingPartyID/…
   - An empty element is allowed when a waiver payment account is being used.
   - A non-empty element is required when a non-waiver payment account is being used (e.g. a credit card).
   - Additionally, empty elements are always allowed on all but the first filing lead document
2. The Party Responsible for Fees can be identified using any of several types of identifier.
   - The identifier itself should be provided in
     ../msce:FilingLeadDocument/ecf:DocumentMetadata/ecf:FilingPartyID/nc:IdentificationID
   - The type of identifier being provided should be identified in
     ../msce:FilingLeadDocument/ecf:DocumentMetadata/ecf:FilingPartyID/nc:IdentificationCategoryText
     i. Any of the following methods/IdentificationCategoryText values are allowed, assuming that it identifies a unique party for the case being filed into.
        1. Court Record Case Party ID
           a. An identifier specific to this party and case.
           b. Can be looked up using the Service Information Query service.
           c. Will always be unique
        2. Party Case Association Text
           a. A description of the type of connection the party has to the case
           b. Potential values are defined in enumeration values in the ExtendedPartyConnectionType simple type file
        3. Party Case Association Code
           a. A code describing the type of connection the party has to the case
           b. Potential values are defined in enumeration values in the ExtendedPartyConnectionType simple type file
        4. Party Base Case Association Text
           a. A more general description of the type of connection the party has to the case
           b. Potential values are defined in associated values in the ExtendedPartyConnectionType simple type file
        5. Party Base Case Association Code
           a. A code indicating a more general type of connection the party has to the case
           b. Potential values are defined in associated values in the ExtendedPartyConnectionType simple type file
3. While the element being used for the Party Responsible for Fees lives on an individual Filing Lead Document, eFS only allows for one party responsible for fees to be defined per envelope. Because of this, only the party responsible for fees identified in the msce:FilingLeadDocument where the nc:DocumentSequenceID = 0 will be used.

Reference Number

1. Required
    a. ../msce:FilingLeadDocument/nc:DocumentFileControlID

SendingMDE

1. Required
2. This identifies the location to which Review Filing Callback Messages should be sent
3. ../ecf:SendingMDELocationID/nc:IdentificationID
    a. Web Services
        i. Will have the URL for the partner agencies callback service
    b. IBM MQ Series Queue
        i. Will define the queue to which callback messages should be placed
4. ../ecf:SendingMDEProfileCode
    a. Defines the type of Location provided in the SendingMDELocationID
    b. Web Services
        i. urn:oasis:names:tc:legalxml-courtfiling:schema:xsd:WebServicesMessaging-2.0
    c. IBM MQ Series Queue
        i. urn:courts:state:mn:us:MQMessaging-1.0

Service Recipients

1. Optional
    a. ../ecf:ElectronicServiceInformation/..
2. The contacts available to receive eservice can be looked up using the Service Information Query service.
3. The contacts to be served should be identified by their Court Record Service Contact ID
    a. The identifier itself should be provided in ../ecf:ElectronicServiceInformation/ecf:ServiceRecipientID/nc:IdentificationID
    b. The type of identifier being provided should be identified in
       ../ecf:ElectronicServiceInformation/ecf:ServiceRecipientID/nc:IdentificationCategoryText
        i. Currently, the only allowed type of identifier is Court Record Service Contact ID

7. Payment Message

Payment ID

1. Required
    a. ../cac:AllowanceCharge/cac:PaymentMeans/cbc:PaymentID
2. The Payment ID values for the payment methods configured for your eFS firm can be looked up using the Firm Payment Account Query Service

8. Submission Agreement Message

The initial version, 1.0, of this message has two notices that must be agreed to in order to submit into eFS

Document Security Notice

1. msce:SubmissionAgreementMessage/msce:AgreedSubmissionNotices/msce:DocumentSecurityNoticeText
2. Provided text must be:
    a. IMPORTANT NOTICE OF RESPONSIBILITY TO DESIGNATE CONFIDENTIAL AND SEALED DOCUMENTS: All filers are responsible for designating confidential or sealed documents prior to transmitting the documents for filing to the court, in compliance with Minn. Gen. R. Prac. 14.06. The designation is made in the Comment Field. This requirement applies to all documents submitted for filing, including attachments. I understand that, when I file, I must comply with court rules requiring filers to designate confidential or sealed documents, or face sanctions. I may also need to request permission from the court to file a document as confidential or sealed. I have read this notice.

Redaction Notice

1. msce:SubmissionAgreementMessage/msce:AgreedSubmissionNotices/msce:RedactionNoticeText
2. Provided text must be:
    a. IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact full and partial Social Security or taxpayer identification numbers and all except the last four digits of financial account numbers in compliance with Minn. Gen. R. Prac. 11. This requirement applies to all documents including attachments. I understand that, if I file, I must comply with the redaction rules or face possible sanctions. I have read this notice.

9. Message Receipt Message (from courts to partner)

RelatesTo

1. In the SOAP header of the initial submission, the partner should also include a MessageID. In the Message Receipt Message and Review Filing Callback Messages sent from the courts back to the partner, we will then include that MessageID in the RelatesTo element of the SOAP header. This will allow the partner to easily match submitted filings with the corresponding Message Receipt Message and future Review Filing Callback Messages

ECFFilingID

1. The ECFFilingID will be assigned by Court Integration Services, and will be a unique identifier for your submission. This value is another way to match your submitted filing with future Review Filing Callback Messages
2. The ECFFilingID will be provided in ../nc:DocumentIdentification/nc:IdentificationID when the corresponding ../nc:DocumentIdentification/nc:IdentificationCategoryText value is ECFFilingID

Envelope Number

1. The Envelope Number is assigned by eFS to be a unique identifier for your submission.
2. The Envelope Number can be used through the eFS UI to view information about your filing.
3. The EnvelopeNumber will be provided in ../nc:DocumentIdentification/nc:IdentificationID when the corresponding ../nc:DocumentIdentification/nc:IdentificationCategoryText value is Envelope Number

Error

1. If an error is encountered, details will be provided in ../ecf:Error/ecf:ErrorCode and ../ecf:Error/ecf:ErrorText
2. If no errors are encountered, an ErrorCode of 0 and an ErrorText of "No error" will be returned
   a. If an ErrorCode other than 0 is returned, that means a technical error has occurred, and your documents were not actually submitted to the courts. (highlighted for emphasis)
3. A list of possible error values is included in Reference Table 1 - Errors

Document Received Date

1. Optional, will only be returned when No Error is encountered.
2. The document received datetime will be returned in ../nc:DocumentReceivedDate/nc:DateTime

10. Review Filing Callback Message

A Review Filing Callback Message will be sent from the courts to the partner agency for each document that was submitted once that document has either been served, or has been reviewed by court staff and either accepted or rejected. Documents are accepted and rejected independently of one another. For documents that are filed and served, no Review Filing Callback Message will be sent when the document is served, only when the document is accepted or rejected.

Filing Status

1. Will indicate if that document was accepted or rejected
2. ../ecf:FilingStatus/nc:StatusDescriptionText
   a. Will provide the comments provided by court staff with the acceptance or rejection
3. ../ecf:FilingStatus/ecf:FilingStatusCode
   a. Will be either
      i. accepted
      ii. rejected
      iii. served

4. ../ecf:FilingStatus/nc:StatusText
    a. Will only be populated when a document is rejected
    b. Will contain the categorical reason why the document was rejected. (e.g. Incorrect Venue)
5. ../ecf:FilingStatus/nc:StatusDate/nc:DateTime
    a. Will only be populated when a document is accepted
    b. Will contain the date and time the document was accepted by court staff
        i. Will also be returned in ecf:ReviewedLeadDocument/nc:DocumentPostDate/nc:DateTime

Many pieces of information included in the Review Filing Callback Message have already been discussed before, including:

1. RelatesTo
2. ECFFilingID
3. Envelope Number
4. Filing Code
    a. Will be in ecf:ReviewedLeadDocument instead of msce:FilingLeadDocument
5. Filing Comments
    a. Will be in ecf:ReviewedLeadDocument instead of msce:FilingLeadDocument
6. Reference Number
    a. Will be in ecf:ReviewedLeadDocument instead of msce:FilingLeadDocument
7. Document
    a. Will only be returned when a document is accepted
    b. Will be in ecf:ReviewedLeadDocument instead of msce:FilingLeadDocument
    c. Will include the document as it was when it was added to the court record (i.e. it will include the file stamp)

11. Message Receipt Message (from partner to courts)

RelatesTo

1. In the SOAP Header of the Review Filing Callback Message, the courts will include a MessageID value. The partner agencies system should return this same MessageID value in the RelatesTo element of the SOAP Header

Error

1. If a SOAP fault is received during the ReviewFilingCallbackMessage process it is assumed that the send process failed. The transmission will be retried according to current protocol, which is five times over an increasing time period. If failures continue, additional steps will be taken (which may include recycling the message or contacting the receiving agency)
2. The Courts assumes that the returned ../ecf:Error/ecf:ErrorCode will be 0 and the ../ecf:Error/ecf:ErrorText will be "No error"

a. If you would like to send other error values to the courts, please contact us so we can discuss what values you may potentially send, and what you expect the courts to do when that error is received.

12. eFS Credentials

In order for Court Integration Services to submit documents on behalf of your eFS firm, we need to have the credentials (ie username and password) for an eFS user in the eFS firm. This information will be passed to Integration Services within the SOAP Header of each individual request message. The Minnesota General Rule of Practice 14 indicates that a Registered User of eFS is a person. It would be against these rules to register an eFS account for the filing system, since the filing system is not a person.

The "is" namespace is "http://www.courts.state.mn.us/IS/02/"

eFS Username:
1. Required information.
2. ../soap:Header/is:FilingUser/is:Username

eFS Password:
1. Required information.
2. Three options are available:
   a. Plain text
      i. ../soap:Header/is:FilingUser/is:Password
   b. Encrypted
      i. ../soap:Header/is:FilingUser/is:PasswordCipherText
      ii. Messages between the courts and our partners are already encrypted, so the additional encryption is optional and primarily a courtesy to mask passwords from technical staff that may be viewing the messages for troubleshooting purposes.
      iii. Both the courts and the integration partner would have the ability to decrypt the password
      iv. Implemented using the Cryptographic Application Programming Interfaces (CAPI) implementation of the Advanced Encryption Standard (AES) algorithm
      v. Please contact Court Integration Services for more details if you are interested in using this functionality.
   c. Password Hash
      i. ../soap:Header/is:FilingUser/is:PasswordHash
      ii. Can be obtained through our User Authentication Service.
      iii. Is unable to be decrypted by the courts or the integration partner.
      iv. Will be considered valid the remainder of the day, after which the User Authentication Service will need to be called again and a new Password Hash obtained.

1. We recommend having your system acquire a fresh Password Hash for the user the first time they use an eFS Integration each day.

13. Related Documentation

Oasis web site:
https://www.oasis-open.org/

Oasis ECF Specification:
http://docs.oasis-open.org/legalxml-courtfiling/specs/ecf/v4.01/ecf-v4.01-spec/errata01/os/ecf-v4.01-spec-errata01-os-complete.doc

Court XML Schema and Simple Types:
http://mncourts.gov/Integration-Service/CourtXML.aspx

14. Data Mapping to ECF Messages

Notes:

- Only subsets of elements from the ECF/NIEM message schemas are used by the Subsequent Filing service. The elements used are represented below.
- Information regarding use is noted.
- Bolded elements in the ECF/NIEM Element column contain values.
- Shaded rows represent 'container' elements used to provide structure and context. Container elements will group other elements and do not contain values themselves.

CoreFilingMessage

Line Ref Nbr	ECF/NIEM Element	Description	Include in Message?	Notes
1	CoreFilingMessage	Root element	Always	Contains documents to be electronically filed and/or served into an existing case
2	**nc:DocumentDescriptionText**	Used to indicate that this is a Subsequent Filing	Always	Set to: Subsequent Filing
3	nc:DocumentSubmitter		Always	
4	nc:EntityPerson		Always	
5	nc:PersonName	Person submitting the filing	Always	
6	**nc:PersonGivenName**		Always	

7	**nc:PersonMiddleName**		Optional	
8	**nc:PersonSurName**		Always	
9	nc:PersonOtherIdentification		Always	
10	**nc:IdentificationID**	Some sort of identifier for the user making the submission	Always	
11	**nc:IdentificationCategoryText**		Always	Set to: Requesting System User Identification
12	nc:PersonOtherIdentification		Always	
13	**nc:IdentificationID**	Originating Agency Identification Number	Always	Originating Agency's ORI
14	**nc:IdentificationCategoryText**		Always	Set to: Originating Agency Identification Number
15	ecf:SendingMDELocationID	Location to which messages can be sent.	Always	
16	**nc:IdentificationID**	Callback URL of the sending service.	Always	Partner's URL
17	**ecf:SendingMDEProfileCode**	ECF service interaction profile.	Always	When using Web Services: urn:oasis:names:tc:legalxml-courtfiling:schema:xsd:WebServicesMessaging-2.0 When using IBM MQ Series: urn:courts:state:mn:us:MQMessaging-1.0
18	ecf:ElectronicServiceInformation	Identifies who, if anybody, should be served	Optional	All documents within a CoreFilingMessage which are served are served to the same recipient(s).
19	ecf:ServiceRecipientID		Always	
20	**nc:IdentificationID**		Always	Can be looked up using the Service Information Query Service
21	**nc:IdentificationCategoryText**		Always	Set to: Court Record Service Contact ID
22	ecf:ReceivingMDELocationID		Always	Empty
23	ecf:ReceivingMDEProfileCode		Always	Empty
24	nc:Case	Identifies the court case being filed into	Always	

25	**nc:CaseDocketID**		Always	Court file number for which documents are being filed.
26	msce:FilingLeadDocument		Always	Multiple FilingLeadDocuments are allowed per CoreFilingMessage
27	**nc:DocumentDescriptionText**	Filing Description	Always	
28	**nc:DocumentFileControlID**	Reference Number	Always	
29	nc:DocumentIdentification		Always	
30	**nc:IdentificationID**		Always	When submitting a document for service only, this should be set to: Service Only Allowed Case Event Text and Case Event Code values are defined in the FilingCodeType simple type file. When digesting the simple type file, please note the "IsCourtUseOnly" and "IsSubsequentAllowed" associated values, as not every value enumerated may be appropriate for your agency for use with this service. Please also note that not every Filing Code is able to be used in all Case Categories.
31	**nc:IdentificationCategoryText**		Always	Must be one of the following: Case Event Text Case Event Code Service Only
32	**nc:DocumentSequenceID**		Always	First document submitted should be 0, subsequent documents should be 1, 2, 3, etc.
33	nc:DocumentStatus	Filing Action	Always	
34	**nc:StatusText**		Always	Must be one of the following: To Be Filed To Be Served To Be Filed and Served
35	ecf:DocumentMetadata		Always	
36	j:RegisterActionDescriptionText		Always	Empty
37	ecf:FilingAttorneyID		Always	Required for all msce:FilingLeadDocument elements, but only the filing attorney when the DocumentSequenceID=0 will be used.

38	nc:IdentificationID		Always	
39	nc:IdentificationCategoryText		Always	Must be one of the following: Court Record Attorney ID Bar Number
40	ecf:FilingPartyID	Party Responsible for Fees	Always	An empty element may be submitted when a waiver payment account is being used. Required for all msce:FilingLeadDocument elements, but only the filing party when the DocumentSequenceID=0 will be used.
41	nc:IdentificationID		Always	
42	nc:IdentificationCategoryText		Always	Must be one of the following: Court Record Case Party ID Party Case Association Text Party Case Association Code Party Base Case Association Text Party Base Case Association Code
43	ecf:SpecialHandlingInstructions	Used to indicate whether the document should be public, confidential, or sealed.	Always	Free text
44	ecf:DocumentRendition		Always	
45	ecf:DocumentRenditionMetadata		Always	
46	ecf:DocumentAttachment		Always	Current court business rules only allow for one DocumentAttachment per FilingLeadDocument in most situations. The exception is for "Proposed Order or Document" in some locations. In those locations, a PDF version of the document is still required for ecf:AttachmentSequenceID 0, and additionally a .docx word document may optionally be submitted with ecf:AttachmentSequenceID 1.
47	nc:BinaryBase64Object	Actual document being submitted	Always	Document should be encoded in Base64. Documents should be formatted as PDF unless other rules apply.

48	**nc:BinaryDescriptionText**	Name of the document being submitted	Optional	The name of the document should end in the appropriate file extension for the document being submitted If this element is not provided, a random file name will be generated for you. When this element is provided, it should be unique for each document in the message.
49	**nc:BinaryFormatStandardName**		Always	At the time of this writing, documents should be submitted as pdf with very few exceptions. When submitted a pdf, set to one of the following: pdf application/pdf
50	**ecf:AttachmentSequenceID**		Always	Must be set to: 0 (Except for the situation described above where two formats of the same "Proposed Order or Document" are being submitted)
51	msce:DocumentOptionalService	For use when payment is required for the document being filed	Optional	Multiple DocumentOptionalService elements are allowed
52	**nc:IdentificationID**		Always	Potential values are defined in the FilingCodeType simple type companion file and the OptionalServiceType simple type file.
53	**nc:IdentificationCategoryText**		Always	Must be one of the following: Optional Service Code Optional Service Text
54	**msce:Multiplier**		Optional	For use when more than one of an Optional Service needs to be applied (e.g. when getting two certified copies). Optional Services which are eligible for a multiplier are identified in the OptionalServiceType simple type companion file.

55	msce:CourtesyCopies		Optional	
56	**nc:ContactEmailID**	Email address	Always	Email address to which a courtesy copy of the particular document should be sent. Multiple ContactEmailID elements are allowed.

PaymentMessage

Line Ref Nbr	ECF/NIEM Element	Description	Include in Message?	Notes
1	PaymentMessage	Root element	Always	Contains information identifying how the filing should be paid for (e.g. Waiver Account, Credit Card, etc)
2	PayerName		Always	Empty
3	cac:AllowanceCharge		Always	
4	**cbc:ChargeIndicator**		Always	Set to: false
5	**cbc:Amount**		Always	The amount charged is dependent on the optional services in the core filing message, not the amount provided here. Set to: 0.00
6	**cbc:Amount/@currencyID**		Always	An attribute required by the schema that is not used by the courts. Set to: USD
7	cac:PaymentMeans		Always	
8	cbc:PaymentMeansCode		Always	Empty
9	**cbc:PaymentID**		Always	The PaymentID values for the payment methods configured for your eFS firm can be looked up using the Firm Payment Account Query Service
10	cac:Address		Always	Empty
11	cac:Payment		Always	Empty

SubmissionAgreementMessage

Line Ref Nbr	ECF/NIEM Element	Description	Include in Message?	Notes
1	SubmissionAgreementMessage	Root element	Always	Contains the notices that must be agreed to in order to submit into eFS
2	AgreedSubmissionNotices		Always	
3	**DocumentSecurityNoticeText**		Always	Set to: IMPORTANT NOTICE OF RESPONSIBILITY TO DESIGNATE CONFIDENTIAL AND SEALED DOCUMENTS: All filers are responsible for designating confidential or sealed documents prior to transmitting the documents for filing to the court, in compliance with Minn. Gen. R. Prac. 14.06. The designation is made in the Comment Field. This requirement applies to all documents submitted for filing, including attachments. I understand that, when I file, I must comply with court rules requiring filers to designate confidential or sealed documents, or face sanctions. I may also need to request permission from the court to file a document as confidential or sealed. I have read this notice.
4	**RedactionNoticeText**		Always	Set to: IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact full and partial Social Security or taxpayer identification numbers and all except the last four digits of financial account numbers in compliance with Minn. Gen. R. Prac. 11. This requirement applies to all documents including attachments. I understand that, if I file, I must comply with the redaction rules or

				face possible sanctions. I have read this notice.

MessageReceiptMessage (from Courts to Partner)

Line Ref Nbr	ECF/NIEM Element	Description	Include in Message?	Notes
1	MessageReceiptMessage	Root element	Always	From courts to partners after receiving a CoreFilingMessage, PaymentMessage, and SubmissionAgreementMessage
2	nc:DocumentIdentification		Optional	Will be included unless there is an error
3	nc:IdentificationID	ECFFilingID	Always	
4	nc:IdentificationCategoryText		Always	Will be set to: ECFFilingID
5	nc:DocumentIdentification		Optional	Will be included unless there is an error
6	nc:IdentificationID	Envelope Number	Always	
7	nc:IdentificationCategoryText		Always	Will be set to: Envelope Number
8	nc:DocumentReceivedDate		Optional	Will be included unless there is an error
9	nc:DateTime		Always	
10	ecf:SendingMDELocationID		Always	
11	nc:IdentificationID		Always	Will be set to: https://is.courts.state.mn.us/PROD/WebServices/ElectronicCourtFiling/FilingReviewService_4_0.svc
12	ecf:SendingMDEProfileCode		Always	Will be set to: urn:oasis:names:tc:legalxml-courtfiling:schema:xsd:WebServicesMessageing-2.0
13	j:CaseCourt		Always	
14	nc:OrganizationIdentification		Optional	Will be included unless there is an error
15	nc:IdentificationID		Always	
16	j:CourtName		Optional	Will be included unless there is an error
17	ecf:Error		Always	
18	ecf:ErrorCode		Always	Will be set to 0 if there is no error

19	ecf:ErrorText		Always	Will be set to "No error" if there is not an error

ReviewFilingCallbackMessage

Line Ref Nbr	ECF/NIEM Element	Description	Include in Message?	Notes
1	ReviewFilingCallbackMessage	Root element	Always	A ReviewFilingCallbackMessage will be sent from the courts to the partner agency for each document that was submitted once that document has been reviewed by court staff and either accepted or rejected. ReviewFilingCallbackMessages will also be sent for ServiceOnly documents once they have been served.
2	nc:DocumentIdentification		Always	
3	nc:IdentificationID	ECFFilingID	Always	
4	nc:IdentificationCategoryText		Always	Will be set to: ECFFilingID
5	nc:DocumentIdentification		Always	
6	nc:IdentificationID	Envelope Number	Always	
7	nc:IdentificationCategoryText		Always	Will be set to: Envelope Number
8	nc:DocumentPostDate		Optional	Will only be returned when the document is accepted
9	nc:DateTime		Always	
10	nc:DocumentReceivedDate		Always	The date the CoreFilingMessage was received
11	nc:DateTime		Always	
12	ecf:SendingMDELocationID		Always	
13	nc:IdentificationID		Always	Will be set to: https://is.courts.state.mn.us/PROD/WebServices/ElectronicCourtFiling/FilingReviewService_4_0.svc
14	ecf:SendingMDEProfileCode		Always	Will be set to: urn:oasis:names:tc:legalxml-courtfiling:schema:xsd:WebServicesMessageing-2.0

15	nc:Case		Always	
16	**nc:CaseDocketID**		Always	
17	ecf:FilingStatus		Always	
18	nc:StatusDate	When the document was accepted by court staff	Optional	Will only be returned when the document is accepted
19	**nc:DateTime**		Always	
20	**nc:StatusText**	Categorical reason why the document was rejected	Optional	Will only be returned when the document is rejected
21	**nc:StatusDescriptionText**		Always	The comments provided by court staff with the acceptance or rejection of the document
22	**ecf:FilingStatusCode**		Always	Will be either: accepted rejected served (A served FilingStatusCode will only be returned for documents that are served but not filed. Documents that are file and served will only receive a review filing callback message when the filing is accepted or rejected)
23	ecf:ReviewedLeadDocument		Always	
24	**nc:DocumentDescriptionText**		Always	
25	**nc:DocumentFileControlID**		Always	
26	nc:DocumentIdentification		Always	
27	**nc:IdentificationID**		Always	
28	**nc:IdentificationCategoryText**		Always	Case Event Code
29	nc:DocumentIdentification		Always	
30	**nc:IdentificationID**		Always	
31	**nc:IdentificationCategoryText**		Always	Case Event Text
32	nc:DocumentPostDate		Optional	Will only be returned when the document is accepted
33	**nc:DateTime**		Always	
34	nc:DocumentReceivedDate		Always	
35	**nc:DateTime**		Always	
36	**nc:DocumentSequenceID**		Always	
37	nc:DocumentStatus		Always	

38	**nc:StatusText**		Always	Will be either: accepted rejected served (A served FilingStatusCode will only be returned for documents that are served but not filed. Documents that are file and served will only receive a review filing callback message when the filing is accepted or rejected)
39	ecf:DocumentMetadata		Always	
40	j:RegisterActionDescriptionText		Always	Empty
41	ecf:FilingAttorneyID		Always	
42	**nc:IdentificationID**		Always	
43	**nc:IdentificationCategoryText**		Always	Will be: Court Record Attorney ID
44	ecf:FilingPartyID		Always	
45	**nc:IdentificationID**		Always	
46	**nc:IdentificationCategoryText**		Always	Will be: Court Record Case Party ID
47	ecf:DocumentRendition		Always	
48	ecf:DocumentRenditionMetadata		Always	
49	ecf:DocumentAttachment		Always	Will be empty when the document is rejected.
50	**nc:BinaryBase64Object**		Optional	Will only be returned when the document is accepted. Will include the document as it was when it was added to the court record (i.e. it will include the file stamp)
51	**nc:BinaryDescriptionText**		Optional	Will only be returned when the document is accepted.
52	~~**nc:BinaryFormatStandardName**~~		~~Optional~~	~~Will only be returned when the document is accepted.~~
53	**ecf:AttachmentSequenceID**		Optional	Will only be returned when the document is accepted.

MessageReceiptMessage (from Partners to Courts)

Line Ref Nbr	ECF/NIEM Element	Description	Include in Message?	Notes
1	MessageReceiptMessage	Root element	Always	From partners to courts after receiving a ReviewFilingCallbackMessage
2	ecf:SendingMDELocationID		Always	
3	nc:IdentificationID	Callback URL of the sending service.	Always	Partner's URL
4	ecf:SendingMDEProfileCode	ECF service interaction profile.	Always	When using Web Services: urn:oasis:names:tc:legalxml-courtfiling:schema:xsd:WebServicesMessaging-2.0

When using IBM MQ Series: urn:courts:state:mn:us:MQMessaging-1.0 |
5	j:CaseCourt		Always	Required, can be empty
6	ecf:Error		Always	If you would like to send other error values to the courts, please contact us so we can discuss what values you may potentially send, and what you expect the courts to do when that error is received.
7	ecf:ErrorCode		Always	Should be set to: 0
8	ecf:ErrorText		Always	Should be set to: No error

15.   Sample Messages

The sample messages which have been created currently live in the Message Samples tab on the Subsequent Filing Details page of the Court Integration Services website.

- SoapHeader.xml
- CoreFilingMessage.xml
- PaymentMessage.xml

- SubmissionAgreementMessage.xml
- MessageReceiptMessage1.xml (from courts to partner)
- MessageReceiptMessage1-error.xml (from courts to partner)
- ReviewFilingCallbackMessage-accepted.xml
- ReviewFilingCallbackMessage-rejected.xml
- MessageReceiptMessage2.xml (from partner to courts)

Reference Table 1 - Errors

Errors

ErrorCode	ErrorText	Additional Notes
-1	Unknown Error	
0	No Error	
1	Invalid Message. The message does not conform to the schema. Validation Error=…	The … will be additional information describing the particular error encountered
4	The specified court is not currently accepting this type of electronic filing.	
5	Missing or invalid SendingMDELocationID/IdentificationID	
12	Missing or invalid SendingMDEProfileCode	
13	Service currently unavailable	
17	Document has missing or empty BinaryBase64Object	
19	Document missing DocumentDescriptionText	
25	ECF Filing ID cannot be included with this message type	
26	Missing or invalid BinaryDescriptionText file extension	When the BinaryDescriptionText file extension does not batch the BinaryFormatStandardName
28	Missing Document BinaryFormatStandardName	
29	Document missing DocumentSequenceID	
30	File names (BinaryDescriptionText within DocumentAttachment) cannot be greater than 50 characters	
31	Missing document file name (BinaryDescriptionText within DocumentAttahcment)	BinaryDescriptionText is provided but has a length of zero. (If this element is not provided at all, a name will be generated for you.)

33	File Name … (BinaryDescriptionText) used more than once in this filing	… is replaced with the File Name that was used multiple times
34	Technical Error …	Could be a variety of things. If error continues to occur, please contact Court Integration Services to collaborate in identifying and resolving the root issue.
35	Missing or Invalid filing DocumentDescriptionText element for the filing type.	Likely due to the Filing Type being empty
38	Document found with more than one attachment. Currently only 1 attachment can be included with each document.	An exception to this rule with Proposed Orders or Documents may be relevant depending on the court which you are filing into.
39	Case Number is required for supplemental filings.	Missing CaseDocketID
40	Invalid Case Number.	We were unable to locate a case with the provided case number
41	Error accessing case: …	The … will be additional information which may be helpful
42	Invalid case type for this type of filing.	We do not expect this error to occur with this service
43	Documents are required to be PDF files.	An exception to this rule with Proposed Orders or Documents may be relevant depending on the court which you are filing into.
44	Duplicate DocumentSequenceID	
47	Corrupt Document Attached. Please correct and resubmit	
48	eFS Credentials Missing	
49	Unknown eFS User	
50	Inactive eFS User	
51	Required payment information is missing	
53	Required submission agreement is missing	
54	Invalid Bar Number	
55	Invalid Filing Party Identification Category Text	
56	Ambiguous Filing Party Identification ID	
57	Invalid Filing Party Identification ID	
58	Invalid Document Identification Category Text	
59	Invalid Document Identification ID	
60	Invalid Document Status	
61	Invalid Optional Service Identification ID	
62	Invalid Optional Service Identification Category Text	
63	Invalid Optional Service Identification Multiplier	

64	Unmapped error from eFS: …	… will be replaced by the error received from eFS. If error continued to occur, please contact Court Integration Services to collaborate in identifying and resolving the root issue.
65	Optional Service configuration issue. Please alert Court Integration Services at ITDServiceDesk@courts.state.mn.us	
66	Invalid eFS Password Hash	
67	Ambiguous Case Number	
77	Invalid or Inactive PaymentID	
78	PaymentID provided belongs to another firm	
79	eFS Account Locked. Please reset password through eFS website.	

Soap Errors

ErrorCode	ErrorText	Additional Notes
Invalid Security Token	An invalid security token was provided	Refers to the Integration Services account, not the eFS account
Unauthorized Access	Consumer does not have rights to service	
Invalid Message	The <invalid element> is invalid because <error>.	Schema validation errors.
Version Mismatch	An invalid message version was provided	

Document Revision History

Date	Author	Description
2018-08-16	E. Sczygelski	Initial draft
2018-08-24	E. Sczygelski	Added references to some of the sample messages created. Updated the location of the Case Number. Removed the ability to provide the Document Description Updated filing code Identification Category Text values

2018-09-21	E. Sczygelski	• Core Filing Message filing action changed from "To Be Serve" to "To Be Served"
		• The ReviewFilingCallbackMessage / Document Received Date will only be returned when no error is encountered
		• Added the StatusDate to the ReviewFilingCallbackmessage/FilingStatus
		• The ReviewFilingCallbackMessage will only include the Document when it has been accepted
		• Created Data Mapping Tables
		• Created Sample Messages for
		    o Message Receipt Message (courts to partner)
		    o Review Filing Callback Message
		    o Message Receipt Message (partner to courts)
		• Updated Sample Messages
		    o Core Filing Message (DocumentDescriptionText)

2018-09-26	E. Sczygelski	• The name of the document being filed has been moved from CoreFilingMessage/../BinaryLocationURI to CoreFilingMessage/../BinaryDescriptionText (This is being done to more closely match our Inbound Probation Document service)
		    o The ReviewFilingCallbackMessage will also now use BinaryDescriptionText instead of BinaryLocationURI
		    o Sample messages have been updated with this change
		• CoreFilingMessage/../BinaryDescriptionText (formerly BinaryLocationURI) is now an optional element. If the element is not populated, a random file name will be generated for you.
		• Updated the DataMappingTable for CoreFilingMessage/../BinaryFormatStandardName. It is not a container element. It does contain information.

2019-01-16	E. Sczygelski	• Documented that the "is" namespace for submitting eFS credentials is http://www.courts.state.mn.us/IS/02/ • Removed the BinaryFormatStandardName element from FilingReviewCallbackMessage • A FilingReviewCallbackMessage will also be sent for ServiceOnly documents once they have been served

		o The elements ..ecf:FilingStatusCode and ..nc:StatusText may now also be "served", in addition to the previously identified "accepted" and "rejected". • Added references to the FilingCodeType and OptionalServiceType simple type files. • The Party Responsible for Fees (../msce:FilingLeadDocument/ecf:DocumentMetadata/ecf:FilingPartyID/…) only requires a non-empty element when a non-waiver payment account is being used. An empty element may be submitted when using a waiver payment account. • Populated Reference Table 1 - Errors • Updated "draft" language at the top of the document. Coding is completed and ready for pilot.
2019-04-29	E. Sczygelski	• Updated EFS Credential section to indicate that eFS accounts must belong to people according to MN General Rules of Practice
2019-09-07	E. Sczygelski	• Updated notes indicating that the Binary Description Text needs to be unique when provided.
2019-11-05	E. Sczygelski	• Updated to include the Password Hash option • Added errors 13, 66, and 67
2020-01-17	E. Sczygelski	• Added errors 77, 78, and 79
2020-02-19	E. Sczygelski	• Added Supplemental Messaging Overview section • Documentation published – service is now out of pilot and part of the general service catalog