

## **Policies & Notices for Minnesota Government Access (“MGA”) and Minnesota Partner Calendar (“MPARC”) Login Accounts**

The Minnesota Judicial Branch (“Branch”) recognizes that government agencies may need electronic access to case records of the Branch for the efficient performance of their duties as required by law and court rules. The Rules of Public Access to Records of the Minnesota Judicial Branch and Minnesota Supreme Court orders are the basis for the Minnesota Government Access (“MGA”) and Minnesota Partner Calendar (“MPARC”) Login Accounts described herein, such as Rule 8, subd. 4. The Rules of Public Access to Records of the Minnesota Judicial Branch are posted on the Minnesota Judicial Branch webpage: <http://www.mncourts.gov/rules>.

The Branch has implemented a new version of MGA that provides access to both court records and court documents. Access to MGA, a web-based application, requires submission of an application, including a Master Subscriber Agreement, and approval by the Branch. Application materials are posted on the MGA webpage: [www.mncourts.gov/MGA](http://www.mncourts.gov/MGA). Questions about MGA and the application process should be directed to: [MGAAccessSupport@courts.state.mn.us](mailto:MGAAccessSupport@courts.state.mn.us).

The Branch also provides access to court calendar and hearing information through MPARC, a separate web-based application. Access to MPARC requires submission of an application, including a Master Subscriber Agreement, and approval by the Branch. More information about the MPARC application process is posted on the MPARC webpage: <https://mncourts.gov/MPARC>

Government agencies approved to use MGA and MPARC accounts are thereafter deemed to be “Government Subscribers” and are subject to all the policies and requirements described in this document and the agreement and request form(s) submitted. The Branch may publish updated Policies & Notices (in this document) from time to time. It is the obligation of Government Subscribers to check for such updates. The Branch may disable accounts or otherwise deny access at any time for any reason, including non-compliance with these policies. Policies & Notices are posted on the MGA and MPARC webpages: <http://www.mncourts.gov/MGA> and <https://mncourts.gov/MPARC>

### **Sign-Up for Important MGA and MPARC Notices**

All users of MGA and MPARC accounts should sign up to receive automatic notices at <http://www.mncourts.gov/MGA> and <https://mncourts.gov/MPARC>. No other direct communications will be provided. Check this site before submitting any request for technical support.

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### **Account Offerings**

#### **MGA**

Login accounts are available to individual users within government agencies. Government agencies submit MGA Request Forms for access, and each individual user must self-register for MGA. MGA login accounts cannot be shared between users. MGA provides access to Register of Actions information on district court case records, which includes party information, events, hearings, dispositions, sentences, fines, and fee information; hearing and calendar search functionality; and access to some district court documents (*see* Section 10 for additional information). MGA is a web-based application that requires no installation.

#### **MPARC**

Login accounts are available to individual users within government agencies. MPARC login accounts cannot be shared between users. MPARC provides access to court calendar information, which includes what cases are being heard on a court calendar on a particular day and hearing information for the cases. Case information includes case number, party and attorney names, hearing type, hearing date/time, case flags, and other information. MPARC is a web-based application that requires no installation.

### **Eligible Agencies**

Eligible Agencies: Minnesota federal, state, and local government entities are eligible to apply for MGA (enhanced version) and MPARC.

#### **Clarifications on Eligibility:**

- Private attorneys may not apply. However, if a private attorney is under contract with a Minnesota state or local agency (such as a city prosecutor), the agency may apply and allow the private attorney to use its account for government purposes only. The agency must submit the application and oversee usage of any accounts used by private attorneys under contract.
- An elected county attorney that conducts government business from his or her private office may apply directly and include the private address office on the application, but must sign in the official capacity of county attorney.

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- Minnesota nonprofit corporations are not eligible to apply. If a nonprofit corporation is under contract with a Minnesota state or local agency, the agency may apply and allow the nonprofit to use its account for government purposes only. The agency must submit the application and oversee usage of any accounts used by nonprofit corporations under contract. Nonprofit agencies that are deemed a criminal defense corporation as described in Minn. Stat. § 611.216 are eligible to apply for access.
- Tribal agencies are eligible and may contact [MGAAccessSupport@courts.state.mn.us](mailto:MGAAccessSupport@courts.state.mn.us) to request an agreement for tribal agencies that waives sovereign immunity with regard to the agreement.
- Minnesota civil legal aid organizations that provide civil legal representation services and receive grant funding from the Minnesota Supreme Court’s Legal Services Advisory Committee are eligible to apply.

### **Fees**

Currently, there are no fees for MGA and MPARC accounts. However, the Master Subscriber Agreement includes fee provisions, in the event that fees may be introduced at a future date. Agencies will be notified before any fees are imposed.

### **Application Packet and Submission**

#### **MGA**

Applications and directions for submission are available on the Apply for MGA Access tab at: <http://www.mncourts.gov/MGA>.

#### **MPARC**

Directions for adding and removing users are available on the MPARC webpage: <https://mncourts.gov/MPARC>.

### **System Availability for MGA and MPARC**

Unavailability may occur for:

- System Failure
- Unscheduled Emergency Maintenance
- Scheduled Maintenance



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### **Login Account Usage and Password**

#### Password Security

##### *MGA*

Individual Users using MGA will choose an e-mail login and password. Users are responsible for securing their passwords and preventing unauthorized use of their accounts. Individual Users may change their password at any time deemed necessary for the purpose of keeping the password secure, through the MGA application. This is advised at any point in time an individual becomes concerned about a security risk. The password may also be reset by an individual if it is lost or forgotten.

##### *MPARC*

Individual Users using MPARC will choose a password. Users are responsible for securing their passwords and preventing unauthorized use of their accounts. Individual Users may reset their password at any time deemed necessary for the purpose of keeping the password secure. This is advised at any point in time an individual becomes concerned about a security risk. The password may also be reset by an individual if it is lost or forgotten.

### **Dormant Accounts-Automatically Disabled and Deleted**

##### *MGA*

If an MGA individual login account is not used for 90 days, the Branch may automatically disable the account.

##### *MPARC*

If an MPARC individual login account is not used for 90 days, the Branch may automatically lock the account. If an account remains disabled for another 90 days, the Branch may automatically delete the account



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### **Training**

Agencies have access to written training materials. See the MGA Training tab at: <http://www.mncourts.gov/MGA>. See training materials on the MPARC webpage: <https://mncourts.gov/MPARC>

### **Support**

#### **MGA**

Support options are available on the MGA Support tab at: <http://www.mncourts.gov/MGA>

#### **MPARC**

Support options are available on the MPARC webpage: <https://mncourts.gov/MPARC>

### **Use of Records and Documents**

Access to MGA and MPARC are limited to government subscribers that have an approved Master Subscriber Agreement with State Court Administration. Approved Government Subscribers may access case records and documents for legitimate governmental purposes only. Access for any other reason, including non-governmental or personal use, is prohibited. Government subscriber use will be audited. Inappropriate use may result in the loss of access for the individual user or the entire agency.

### **Access Available through MGA and MPARC**

Government subscribers have access to cases and documents statewide in MGA as described on the [MGA Subscriber Access Overview](#). MPARC users have access to court calendars and hearing information for the cases they are authorized to access. MPARC case access is described on the [MPARC Subscriber Access Overview](#).