

Policies & Notices for Minnesota Government Access (“MGA”) Login Accounts

Revised July 9, 2013

The Minnesota Judicial Branch recognizes that government agencies may need electronic access to case records of the Minnesota Judicial Branch for the efficient performance of their duties as required by law and court rules. Various provisions of the Rules of Public Access to Records of the Minnesota Judicial Branch are the basis for the Minnesota Government Access (“MGA”) Login Accounts described herein, such as Rule 8, Subd. 4(a) and 4(b). The Rules of Public Access to Records of the Judicial Branch are posted on the Minnesota Judicial Branch webpage: <http://www.mncourts.gov/default.aspx?page=511> (located under “Public Access”).

Access to MGA, a web-based application, requires submission of an application, including a nondisclosure agreement, and approval by the Court. The application process is explained in Section 6.

Government agencies that use MGA 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 Court may publish updated Policies & Notices (in this document) from time to time and it is the obligation of Government Subscribers to check from time to time for such updates. The Court may disable accounts or otherwise deny access at any time for any reason, including non-compliance with these policies.

Policies & Notices and application materials are posted on the MNCIS Government Access webpage: <http://www.mncourts.gov/mncis/govaccess>. Questions about the application process should be directed to your State Access Representative as described in the List of State Access Representatives at that site or send an email to: MJCMNCISGovtAccessProcedural@courts.state.mn.us.

REQUIRED: Sign-Up for Important MNCIS Notices

All users of MGA government login accounts MUST sign up to receive automatic notices at <http://www.mncourts.gov/?page=2052>. No other direct communications will be provided. Check this site before submitting any requests for technical support.

1. Eligible Agencies

Eligible Agencies. Federal, state, and local government entities are eligible to apply.

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.
- 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 M.S. §611.216 may use the accounts issued to the State Board of Public Defense.
- Tribal agencies are eligible but must contact MJCMNCISGovtAccessProcedural@courts.state.mn.us to request a special agreement for tribal agencies that waives sovereign immunity with regard to the agreement.

6.5. State Access Representatives for Government Agency Requests

This list contains contact information for all state access representatives that accept applications from government agencies.

7. Application Submission

After completing the appropriate documents in the Application Packet, as described in Section 6, above, print two complete paper copies, provide handwritten signatures on both copies of the Request Form and Agreement (if applicable), and deliver to the appropriate State Access Representative identified in Section 6.5, above. As described in the list of *State Access Representatives for Government Agency Requests* referenced in Section 6.5, Minnesota county and other local government agencies should submit their applications to the Judicial District Administration office for their respective counties. Minnesota state agencies, federal agencies, and agencies in other states should submit their applications to the central state court administration representative.

8. System Availability for MGA

The following schedule applies to MGA accounts:

Core Hours of Availability: 7:00AM to 5:30PM, Mon through Fri, excluding holidays.

Unavailability may occur during core hours for:

- System Failure
- Unscheduled Emergency Maintenance

Non-core Hours of Availability: 5:30PM to 7:00AM, Mon through Fri, holidays, & weekends.

Unavailability may occur during non-core hours for:

- System Failure
- Unscheduled Emergency Maintenance
- Scheduled Maintenance

Definitions:

System Failure. There will be situations where system failures will occur that are beyond our control that will cause MGA to be unavailable. For these failures it's likely that no warning will be possible. Examples are: data circuit problems, database server failure, multiple web server failures, disk subsystem failure, power failure, or data center air conditioner failure.

Unscheduled Emergency Maintenance. There will be emergency situations where only short notice is possible before terminating MGA availability. The ITD Technical Systems Unit has unquestioned authority to decide if and when emergency maintenance is necessary. This is an infrequent occurrence, which happens once or twice per year, on average.

Scheduled Maintenance. There are activities that must be periodically performed on many components within the infrastructure supporting MGA including hardware, software and firmware upgrades to: firewalls, switches, web servers, database servers, and disk storage devices to keep them operational and at a supported level by our vendors. In order to balance our customer's needs for consistent access to these applications, and to recognize that our support personnel only work the day shift Monday through Friday, scheduled maintenance will not be performed during Core Hours. Even in those instances where we plan to perform scheduled maintenance outside of the core hours, we would provide 24 hour notice when possible.

All of the items mentioned above, with the exception of the data circuits are under the control of ITD, and we have purchased redundant hardware for each of these to minimize the possibility of downtime.

