

**This communication is intended for law enforcement and eCitation vendors who electronically file citations with the Court. Court Administrators, eCitation court staff, State Court Business System Coordinators and the Minnesota Court Payment Center (CPC) are also receiving a copy for informational purposes.**

**To:** eCitation Law Enforcement agencies, eCitation Vendors, Court Administrators, eCitation Court Staff, State Court Business Systems Coordinators and Minnesota Court Payment Center (Citation Entry)

**Purpose:** To notify efilers of the availability of eCitation [schema 3.5](#) for submission via the Bureau of Criminal Apprehension (BCA) to MNCIS production.

**Effective Date:** July 18, 2014

**What this Means for You:** Law enforcement may begin submitting eCitations using the 3.5 schema via the BCA adapter. As part of the 3.5 schema, submitters will need to use specific reference identification numbers for administrative rules and local ordinances.

A link called Welcome to Local Ordinances in the MNCIS Offense Table and FAQs is available on the [Justice Partner Resource](#) website and will include links to the following documentation:

- Process to Add/Modify/Repeal an Ordinance
- Form to Request Add/Modify an Ordinance
- Administrative Rules and Ordinances Offense Report
- Instructions for Using Administrative Rules and Ordinances Offense Report
- Statewide Payable Offense Policy

Law enforcement agencies should contact their eCitation vendor regarding the implementation of the 3.5 schema for their agency. The use of the 3.5 schema will become mandatory as of January 15, 2015. See the [CourtXML Schema](#) webpage for more information.

**Note:** Law enforcement agencies who are using the eCitation schema 3.4 will continue to file administrative rules and local ordinances using the generic offense codes. The use of the new reference identification numbers is disallowed with the 3.4 schema.

Thank you,

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