

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.

The new information related to ordinances on the Justice Partner Resource website should be shared with all court staff who process electronic or paper ordinance cases.

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 in MNCIS production. With the new schema there have been changes in how Administrative Rules and Local Ordinances may be submitted. Justice agencies will now be required to submit a specific reference identification number instead of the previously used generic codes (e.g. TRUCKREG). Processes have been created for the addition, modification or repeal of ordinances.

Effective Date: July 14, 2014*

What this Means for You:

Law enforcement may begin submitting eCitations using the 3.5 schema. Please refer to the [July 15, 2013](#) communication for details regarding the changes incorporated in the 3.5 schema. 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 “Local Ordinances in the MNCIS Offense Table” will be 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
- FAQs

Law enforcement agencies should contact their eCitation vendor regarding the implementation of the 3.5 schema for their agency.

*** Those agencies that are submitting eCitations via the Bureau of Criminal Apprehension (BCA) adapter will need to wait until the BCA has incorporated the 3.5 schema changes in eCharging. Work is underway but not completed for production at this time. A separate communication will follow indicating when the BCA is ready for 3.5 submissions in production.**

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.

Reminder: All citations created on mobile devices (e.g. laptop or handheld) that are either electronically submitted to MNCIS or manually filed must conform to the paper [Statewide Standard Citation](#) form as of July 1, 2014.

Thank you,

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