

Date sent: November 22, 2013

Purpose: To inform eCitation law enforcement agencies, eCitation vendors, and eCitation court staff of changes to the frequency that efiled citations will be submitted to the courts.

Currently, eCitations are being submitted from the BCA to the courts once a day at 11 p.m. The citations are then available for processing by court/CPC staff starting at 3:30 a.m. Because of the once a day transmission, this has limited the ability for law enforcement to submit eCitations for defendants who are taken into custody after 11 p.m. and remain in-custody until their arraignment hearing.

In an effort to expand the functionality of eCitations, the BCA and Courts will be modifying the eFiling submission times to allow for in-custody processing. The table below illustrates the new submission schedule.

	BCA eCitation Processing	Courts eCitation Processing
New Submission times	11 p.m.	3:30 a.m.
	6:15 a.m.	7 a.m.
	9:15 a.m.	10 a.m.
	2:45 p.m.	3:30 p.m.

Effective Date: December 5, 2013

What this Means for You: Law Enforcement agencies that were manually filing their in-custody citations may begin submitting them electronically for processing. It is recommended that law enforcement contact their local court administrator to discuss the impact of these workflow changes prior to implementation. Please note that in-custody citations must be submitted to eCharging before 9:15 a.m. each day in order to be processed by noon that day.

For agencies that are used to having time after submission to correct errors, this may impact your ability to make these changes prior to the court processing of the eCitation(s). In the event that this occurs, law enforcement is to contact the local prosecutor and have the citation amended formally on the record.

Local court staff who are preparing their in-custody calendars will be able to search the eCitation workflow queue to find and process the in-custody citations. It is recommended that MNCIS be searched first because the case(s) may have already been initiated by the Minnesota Court Payment Center (CPC) staff.

Thank you,

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