

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

Revised October 27, 2014

The Minnesota Judicial Branch (“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 and Supreme Court orders 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 Master Subscriber Agreement, and approval by the Branch.

Government agencies approved to 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 Branch may publish updated Policies & Notices (in this document) from time to time and 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 and application materials are posted on the MNCIS Government Access webpage: <http://www.mncourts.gov/mncis/govaccess>.

The Branch is implementing a new version of MGA (“New MGA”) that will provide access to both court records and court documents. **Currently, New MGA accounts are only being provided to certain pilot agencies.** As the New MGA application becomes available to additional government agencies, information will be provided about the application process. Questions about New MGA and the application process should be directed to: [MGAAccessSupport@courts.state.mn.us](mailto:MGAAccessSupport@courts.state.mn.us)

For the current MGA application, 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](mailto:MJCMNCISGovtAccessProcedural@courts.state.mn.us).

### Sign-Up for Important MNCIS Notices

All users of MGA government login accounts should 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. Minnesota 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 Minn. Stat. § 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](mailto:MJCMNCISGovtAccessProcedural@courts.state.mn.us) to request a special agreement for tribal agencies that waives sovereign immunity with regard to the agreement.

## 2. Statewide Public Case Records

All agencies that are granted access to MGA receive access to statewide public case records, which includes all records classified as accessible to the public under Public Access Rule 4, Accessibility to Case Records. New MGA also provides access to statewide public court documents.

## 3. Confidential Case Records

Confidential case records are not currently offered through MGA. New MGA will provide some agencies with access to certain confidential case records and documents based upon their government unit. Please see the chart below for a more detailed explanation of this access.

## 4. Account Offerings

**MGA** - Login accounts are offered to government agencies at the business unit level, for shared use by staff within the business unit. Therefore, each business unit should submit a separate Request Form to request the appropriate Login Account Options for that business unit. If multiple login account options are needed within an agency business unit, multiple requests can be submitted. However, individual user accounts are not granted.

MGA provides access to Register of Actions information on public case records, which includes party information, events, hearings, dispositions, sentences, fines, and fee information. It does not provide access to confidential case records. MGA is a web-based tool, accessible from the Internet, and requires no installation.

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

## 5. Fees

Currently, there are no fees for MGA 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.

## 6. Application Packet

**MGA** - The current application packet is available at: <http://www.mncourts.gov/mncis/govaccess>.

**New MGA** - Applications are currently only being provided to piloting agencies.

## 7. Application Submission

**MGA** - After completing the appropriate documents in the Application Packet, 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. 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.

**New MGA** - Direction for the submission of new MGA applications is currently only being provided to piloting agencies

## 8. System Availability for MGA

The following schedule applies to MGA accounts:

**Core Hours of Availability: 7:00 AM to 5:30 PM, Monday through Friday, excluding holidays.**

Unavailability may occur during core hours for:

- System Failure
- Unscheduled Emergency Maintenance

**Non-core Hours of Availability: 5:30 PM to 7:00 AM, Monday through Friday, 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 accounts to be unavailable. For these failures, it is 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 account 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 accounts, 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 customers' 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 Minnesota Judicial Branch ITD, and we have purchased redundant hardware for each of these to minimize the possibility of downtime.

## 9. Login Account Usage & Passwords

### 9.1. Password Security

**MGA** - Login account IDs and passwords will be provided to government agencies after their requests have been approved. Agencies are responsible for securing their passwords and preventing unauthorized use of their accounts. Agencies may request a new password at any time it deems necessary for the purpose of keeping their login account information secure, through the Change Request form provided at: <http://www.mncourts.gov/mncis/govaccess>. This is advised at any point in time that the agency becomes concerned about a security risk, including termination of employment of individuals with access to account IDs and passwords. Branch ITD may also reassign passwords, at its discretion.

**New MGA** - Individual Users using new 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 new 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.

### 9.2. Dormant Accounts – Automatically Disabled and Deleted

**MGA** - If an MGA login account is not used for 60 days, the Branch may automatically disable the account. If an account remains disabled for six (6) months and the Court does not receive a request to re-enable the account, the Court will automatically delete the account. Notice will not be given. After an account is deleted it cannot be restored and a new application submission is required (see <http://www.mncourts.gov/mncis/govaccess>).

**New MGA** - If a new MGA individual login account is not used for 90 days, the Court may automatically disable the account.

## 10. Training

Agencies will have access to online help screens, tutorials, and other written materials.

## 11. Support

**MGA** - See the support options described at: <http://www.mncourts.gov/mncis/govaccess>.

**New MGA** - Support options are currently available only to piloting agencies.

## 12. Access provided through new MGA

All Government Subscribers with access to new MGA will have access to Public Cases and Public Documents statewide. Some Government Agencies will have access to court records and documents in confidential cases as described in the chart below.

\*\*\* Please Note: Access to confidential documents through New MGA as described below is not currently available, but is being addressed.\*\*\*

Government Agency/Subscriber Unit	Juvenile Delinquency		Juvenile Protection	Civil Domestic Violence (Pre-Service)		Paternity	
	Case Information & Register of Actions	Certain Confidential Documents	Case Information & Register of Actions	Case Information & Register of Actions	Certain Confidential Documents	Case Information & Register of Actions	Certain Confidential Documents
County Attorney	Statewide	County	Statewide	Statewide	County	County	County
Public Defender	Statewide	County	Statewide	Statewide	County		
Corrections/Probation	Statewide	County	Statewide	Statewide	County		
Social Services	Statewide	County	Statewide	Statewide	County	Statewide	County
Law Enforcement	District	County		Statewide	County		
City Attorneys	Statewide	County		Statewide	County		

## 13. Use of records and documents

Access to MGA and New MGA 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.