

- **MPA COURTHOUSE SHOULD NOT BE USED FOR BACKGROUND CHECKS.** Background checks should be conducted through the [Minnesota Bureau of Criminal Apprehension's](#) (BCA) Computerized Criminal History (CCH) system, which you can access at <https://cch.state.mn.us>, at their office located at 1430 Maryland Avenue East in St. Paul, or by calling 651-793-2400 for information. The BCA's CCH system links prior criminal history through fingerprints to verify the identification of the individual. MPA Courthouse cannot provide this level of verification.
- **CAUTION: NAME SEARCHES CAN BE UNRELIABLE.** Use caution in evaluating MPA Courthouse data, because the person for whom you have searched could have the same name, birth date, or other identifiers as another individual. Even if you believe your search has returned the correct match, and the information appears to be about the person for whom you have searched, remember that:
 - two or more people can have the same name and birth date; and
 - criminal offenders frequently use aliases, including the names of others.
- **YOU ARE RESPONSIBLE** for understanding the meaning of the case record information that you view through MPA Courthouse and for the appropriate and lawful use of such information. If you have any questions regarding the meaning of case information on MPA Courthouse, please ask the [court clerk of the corresponding district court](#). You are also responsible for determining whether any case record information previously obtained from MPA Courthouse is still accurate, current, and complete.
- If you see any **ERRORS** on MPA, please notify the [court clerk of the corresponding district court](#).
- **WEB BROWSERS.** Internet Explorer is recommended to use this service. Firefox and Safari will be supported at a later date, possibly late 2009.
- **HOURS OF OPERATION.** Core hours of operation are from 7:00 A.M. to 5:30 P.M. Monday through Friday, excluding holidays. The system is also available from 5:30 P.M. to 7:00 A.M. Monday through Friday, holidays, and weekends except during scheduled or emergency maintenance.
- **IMPORTANT NOTICE OF TEMPORARY PROBLEM: JUDGMENT DISPLAY ERRORS HAVE BEEN OCCURRING SINCE 01/26/2009.** When you search for active, inactive, or satisfied Judgments (by person name or business name) and a judgment is retrieved that has one or more alias names recorded for a debtor and attached to that judgment, a software error has been preventing the display of all alias names attached to that judgment for that debtor in the search results list and on the judgment under Judgment Details. Instead, only one name for each debtor is currently displayed. Prior to 1/26/2009, all alias names displayed. The name that is currently being displayed may or may not be the exact name you used as search criteria if a debtor has one or more alias names attached to that judgment. However, we believe the judgment search is properly *retrieving* all judgments for name searches; it is just not *displaying* all debtor alias names attached to judgments. Further, if more than one party is entered on a case as a debtor, one name for each party/debtor will display (but not all alias names attached to the judgment for each party/debtor). Any questions about search results from MPA should be verified via the register of actions or the Court Administrator (see also UNOFFICIAL RECORDS, above). This issue affects only the MNCIS Public Access (MPA) system (both the Courthouse and Remote versions) and does not affect searches conducted by and/or certified to by court staff because court staff perform searches through a different software application (Odyssey Assistant), which was not affected. We regret any inconvenience this error may have caused. This notice will be modified when this problem is corrected.

- **IMPORTANT NOTICE ABOUT JUDGMENT CREDITOR DISPLAY ERRORS IN JUDGMENT SEARCHES CONDUCTED PRIOR TO 08/08/2007. THIS ERROR CAUSED SOME CREDITOR NAMES TO DISPLAY INCORRECTLY IN JUDGMENT SEARCH RESULTS.** If you used the "Judgments Search" screen of this site to conduct a search for a person, please be advised that the creditor name may have been incorrect. We are unable to determine when this problem started. Any questions about search results from MPA should be verified via the register of actions or the Court Administrator (see also UNOFFICIAL RECORDS, above). We regret any inconvenience this error may have caused. This error only applies to MPA Courthouse View.
- **IMPORTANT NOTICE ABOUT JUDGMENT SEARCH ERRORS CONDUCTED FROM 06/15/2007 TO 08/08/2007. THIS ERROR MAY HAVE CAUSED INACTIVE AND SATISFIED JUDGMENTS TO NOT BE RETURNED IN SEARCH RESULTS.** If you used the "Judgments Search" screen of this site to conduct a search for inactive or satisfied judgments during this period, please be advised that your search may have resulted in "no matches returned" or missing judgments when, indeed, the individual or business may have had inactive or satisfied judgments of record. This issue affects only the MNCIS Public Access (MPA) system and does not affect searches conducted by and/or certified to by court staff because court staff perform searches through a software application (Odyssey Assistant) that was not affected. Any questions about search results from MPA should be verified via the register of actions or the Court Administrator (see also UNOFFICIAL RECORDS, above). We regret any inconvenience this error may have caused. This error only applies to MPA Courthouse View.
- **IMPORTANT NOTICE ABOUT JUDGMENT SEARCHES CONDUCTED BETWEEN 02/01/2005 AND 08/04/2006.** If you used the "Judgments Search" screen of this site to conduct a judgment search between 02/01/2005 and 08/04/2006, please be advised that, depending on how the search was conducted, a software defect may have prevented complete results from being returned.

Searches Using Individual Names, Conducted Between 02/01/2005 and 08/04/2006. If you used the Judgments Search screen to conduct a search during this period using an individual name, a software defect may have prevented complete results from being returned. For example, if you conducted a search for "John M. Smith," and some time after entry and docketing of the judgment there was another case (civil, criminal, etc.) filed in any MNCIS county anywhere in the state and staff determined the other case was associated with this individual and the current party name was updated, e.g., from John M. Smith to John Michael Smith, then it is possible that the search results would not have included the previous judgment.

Searches Using Business Names, Conducted Between 03/15/2005 and 05/11/2005. If you used the Judgments Search screen to conduct a search during this period using the "business" category and a business name, a software defect may have prevented complete results from being returned. For example, if you conducted a search using the "business" category and typed in the name "Smithtown, Inc.," and there was a money judgment against Smithtown, Inc., the search results would have indicated that no records were found.

It is important to note that these errors affected only certain Judgment Searches conducted using the MPA Courthouse View. They did not affect the party or case searches under the Civil, Family and Probate Records screen on MPA. They also did not affect Judgment Searches conducted by and certified to in writing by court staff, because court staff conduct their searches through an application that was not affected. We regret any error that this inconvenience may have caused.

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Instructions for Case Inquiry

Background on MPA Courthouse

MPA Courthouse is a public-view version of the Minnesota Court Information System (MNCIS), the computerized case management system used by Minnesota District Courts to track and manage cases and calendars. MPA Courthouse contains replicated public case data from MNCIS. Upon inquiry, MPA Courthouse displays public case information for Criminal/Traffic/Petty Case Records; Civil, Family & Probate Case Records; Judgments searches; and Court Calendar searches. Case search results display the Register of Actions, which may include some or all of the following information: party identification, documents filed, hearings, dispositions, and sentences, fines, and fee information. It does not provide access to non-publically accessible case records, as defined by [Rule 4](#) of the [Minnesota Rules of Public Access to Records of the Judicial Branch](#).

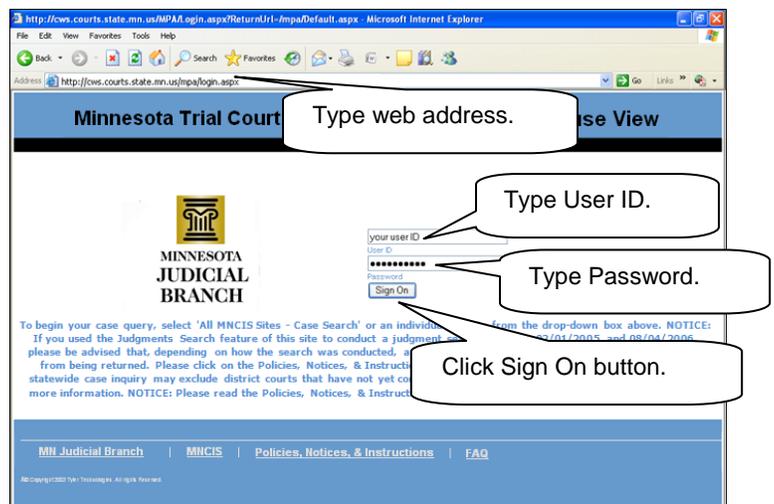
Electronic copies of public documents are not available at this time through MPA Courthouse. Further, a criminal/traffic/petty search **excludes** all Hennepin County and Ramsey County payable citations except: 1) those that result in a court appearance; and 2) Ramsey DNR payable citations. The excluded payable citations are processed through a separate system called VIBES.

In addition to the electronic records provided through the MPA Courthouse service, Minnesota District (Trial) Courts case records are also available to the general public on the internet free of charge through the "MPA Remote View": <http://www.mncourts.gov/caserecords>. For privacy reasons, the information available on MPA Remote is also limited to **remotely** accessible information under [Rule 8, subd. 2](#) of the [Minnesota Rules of Public Access to Records of the Judicial Branch](#). Under this rule, publicly accessible case records available on the MPA Courthouse service (on court public access computers) **are not all** remotely accessible through MPA Remote on the internet. For example, party street address and name searches on criminal, traffic, and petty misdemeanor pre-conviction case records are publicly accessible and available on the MPA Courthouse service, but **not** on MPA Remote. The federal Violence Against Women Act (VAWA) also prevents us from displaying harassment and domestic abuse case types on the internet, but these are available through the MPA Courthouse service. Comment fields for all case types also are not available on MPA Remote but are available through the MPA Courthouse service.

Please read the online [Policies, Notices, & Instructions](#) for important details.

Opening MPA Courthouse

1. To open MPA Courthouse, open your web browser and type in the following web address:
<http://cws.courts.state.mn.us/mpa>.
2. Press **Enter** or click **Go**. The login screen appears.
OR
Access MPA Courthouse through the [MNCIS Government Access Resource Center](#) web page. The login screen appears.
3. Type your assigned User ID and Password.
 - User ID **is not** case sensitive
 - Password **is** case sensitive
4. Press **Enter** or click **Sign On**.



Selecting Location and Type of Search

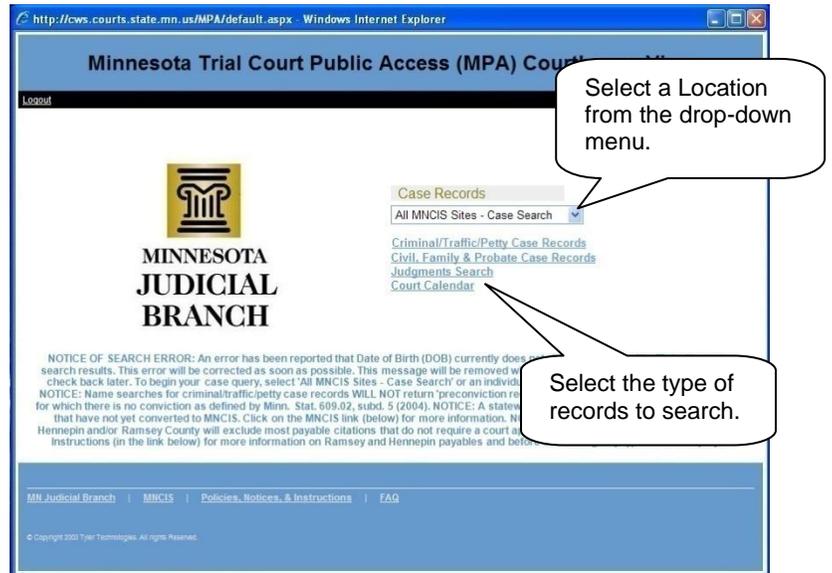
Once you have launched MPA Courthouse, the Case Records search menu will appear as shown below.

1. From the drop-down menu, select an available **location*** in which you wish to search.

OR

Select the location of "All MNCIS Sites - Case Search" to perform a single search against all locations.

*Some locations in the drop-down menu represent an entire county, while other locations in the drop-down menu represent a single physical location or department within a county. For example, the location of "Benton" represents the entire county of Benton, while the location of "St. Louis-Hibbing" represents the physical location of Hibbing within St. Louis County, or the location of "Hennepin Civil" represents the Civil Department only of Hennepin County. If you wish to perform your search within a multi-physical location or multi-department county, you have the option to pick each physical location or department individually, or select the option that includes the county name followed by "- Case Search" to perform your search against all physical locations or departments within that county. See the examples below.



EXAMPLES of Location Searches	Search Results
Benton	Represents the entire county of Benton
St. Louis-Hibbing	Represents the physical location of Hibbing within St. Louis County
Hennepin Civil	Represents the Civil Department only of Hennepin County
St. Louis - Case Search	Represents the physical locations of Duluth, Hibbing, and Virginia within St. Louis County

2. Click the respective hyperlink of the records for which you would like to search. The four optional inquiry hyperlinks will return case data as described below.
 - **Criminal/Traffic/Petty Case Records:** Searches all publicly-accessible criminal, traffic, and petty misdemeanor records by case number, defendant name, attorney name, or citation number.
 A criminal/traffic/petty search **excludes** all Hennepin County and Ramsey County payable citations except: 1) those that result in a court appearance; and 2) Ramsey DNR payable citations. The excluded payable citations are processed through a separate system called ViBES. You WILL NOT be notified when public data is unavailable for any of these reasons.
 - **Civil, Family & Probate Case Records:** Searches all publicly-accessible civil, family, and probate records for an individual or business by party name, case number, or attorney name.
 - **Judgments Search:** Searches all civil judgments by individual or business name.
 - **Court Calendar:** Searches all publicly-accessible civil and criminal/traffic/petty court calendars by party or business name, case number, judicial officer, or attorney name, as applicable.

<p>When using soundex, keep the following in mind:</p> <ul style="list-style-type: none"> ▪ In order for the "Use Soundex" feature to work, the names must start with the same letter. For example, this feature will not work with names like "Carl" and "Karl", or "Jean" and "Gene". ▪ The "Use Soundex" feature requires the entry of a minimum of three letters. It will not return accurate results when only the first letter of the name is known. <p>Note: Current soundex technology works well with the English pronunciation of names, but not with foreign pronunciation or cultural differences between names (such as silent letters). Use care when using soundex to search for non-English names.</p>			
<p>Names Are Not Case Sensitive: You may enter last, first, and middle names in uppercase, lowercase, or a combination of both (upper-lower). The search will return the same results, regardless of case.</p>	<ul style="list-style-type: none"> ▪ All Uppercase: <div data-bbox="881 632 1425 747" style="border: 1px solid gray; padding: 5px;"> <p>Party: <input checked="" type="radio"/> Name <input type="radio"/> Business</p> <p>+ Last Name + First Name Middle Name</p> <p>EXAMPLE JASON</p> </div> ▪ Upper-Lower: <div data-bbox="881 793 1425 909" style="border: 1px solid gray; padding: 5px;"> <p>Party: <input checked="" type="radio"/> Name <input type="radio"/> Business</p> <p>+ Last Name + First Name Middle Name</p> <p>Example Jason</p> </div> 		
<p>Permitted Characters in Search Fields: Special characters, such as a slash ("/") and ampersand ("&"), are not allowed in MPA search fields. Only the following characters are accepted:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>In Number Fields:</p> <ul style="list-style-type: none"> ▪ 0-9 ▪ a-z ▪ A-Z ▪ Minus sign (-) ▪ Asterisk (*) </td> <td style="vertical-align: top;"> <p>In Name Fields:</p> <ul style="list-style-type: none"> ▪ 0-9 ▪ a-z ▪ A-Z ▪ Apostrophe (') ▪ Comma (,) ▪ Period (.) ▪ Minus sign (-) ▪ Asterisk (*) </td> </tr> </table>		<p>In Number Fields:</p> <ul style="list-style-type: none"> ▪ 0-9 ▪ a-z ▪ A-Z ▪ Minus sign (-) ▪ Asterisk (*) 	<p>In Name Fields:</p> <ul style="list-style-type: none"> ▪ 0-9 ▪ a-z ▪ A-Z ▪ Apostrophe (') ▪ Comma (,) ▪ Period (.) ▪ Minus sign (-) ▪ Asterisk (*)
<p>In Number Fields:</p> <ul style="list-style-type: none"> ▪ 0-9 ▪ a-z ▪ A-Z ▪ Minus sign (-) ▪ Asterisk (*) 	<p>In Name Fields:</p> <ul style="list-style-type: none"> ▪ 0-9 ▪ a-z ▪ A-Z ▪ Apostrophe (') ▪ Comma (,) ▪ Period (.) ▪ Minus sign (-) ▪ Asterisk (*) 		

Navigation Tips	
Tab Key	Move forward through fields.
Shift + Tab Keys	Move backward through fields.
Arrow Keys	Use to move through drop-down menus or radio buttons.
Enter Key	After entering search criteria, use as an alternative to clicking the Search button.
Backspace Key	Use to go to a previous page.

Perform a Search

Complete the necessary fields with your search criteria (see the tables below for further instruction).

- [Criminal/Traffic/Petty Case Records Searches](#)
- [Civil, Family & Probate Case Records Searches](#)
- [Judgments Searches](#)
- [Court Calendar Searches](#)

Criminal/Traffic/Petty Case Records Searches	Examples
<p>Important: Please read our section on Information Displayed and Limitations in Search Results, which explains that some public cases will not display in your search results.</p>	
<p>To search by Case Number (default):</p> <ol style="list-style-type: none"> From the Search By drop-down menu, select Case. In the Case Number field, type the complete case number, omitting the dashes. Click Search or press Enter. 	<div style="border: 1px solid gray; padding: 5px;"> <p>Case: + Case Number</p> <input type="text" value="10F0012345678"/> </div>
<p>To search by Defendant/Party Name:</p> <ol style="list-style-type: none"> From the Search By drop-down menu, select Defendant. Optional: If you want to use Soundex, select the Use Soundex checkbox. Type in the required information. Last and First Name fields are required. Middle Name and Date of Birth (mm/dd/yyyy) fields are optional. Click Search or press Enter. 	<div style="border: 1px solid gray; padding: 5px;"> <p>Party:</p> <p style="text-align: center;"> + Last Name + First Name Middle Name <input type="text" value="Example"/> <input type="text" value="John"/> <input type="text" value="James"/> </p> <p>Date of Birth: <input type="text" value="09/24/1974"/> <small>(e.g. 11/12/1955)</small></p> </div>
<p>To search by Citation Number:</p> <ol style="list-style-type: none"> From the Search By drop-down menu, select Citation. In the Citation Number field, type the complete citation number, omitting the dashes and spaces. Click Search or press Enter. 	<div style="border: 1px solid gray; padding: 5px;"> <p>Citation: + Citation Number:</p> <input type="text" value="R01234567"/> </div>
<p>To search by Attorney Information (by Name):</p> <ol style="list-style-type: none"> From the Search By drop-down menu, select Attorney. Select the Name radio button (default). Type in the required information. Last and First Name fields are required. The Middle Name field is optional. Click Search or press Enter. 	<div style="border: 1px solid gray; padding: 5px;"> <p>Attorney Information: <input checked="" type="radio"/> Name <input type="radio"/> Bar Number</p> <p style="text-align: center;"> + Last Name + First Name Middle Name <input type="text" value="Law"/> <input type="text" value="James"/> <input type="text" value="Theodore"/> </p> </div>
<p>To search by Attorney Information (by Bar Number):</p> <ol style="list-style-type: none"> From the Search By drop-down menu, select Attorney. Select the Bar Number radio button. In the Bar Number field, type the attorney's bar number, omitting the leading zeros. Click Search or press Enter. 	<div style="border: 1px solid gray; padding: 5px;"> <p>Attorney Information: <input type="radio"/> Name <input checked="" type="radio"/> Bar Number</p> <p style="text-align: center;">+ Bar Number</p> <input type="text" value="1234567"/> </div>

Court Calendar Searches	Examples
<p>Important: Please read our section on Information Displayed and Limitations in Search Results, which explains that some public cases will not display in your search results.</p>	
<p>To search by Attorney Name:</p> <ol style="list-style-type: none"> From the Search By drop-down menu, select Attorney. Select the Name radio button (default). Optional: If you want to use Soundex, select the Use Soundex checkbox. Type in the required information. Last and First Name fields are required. The Middle Name field is optional. In the Date Range section, type a date in the On or After and in the On or Before fields to search for hearings in a date range other than today's date. You must type a date in both fields. Note: If you do not type dates in these fields, the default is today's date. Click Search or press Enter. 	<div data-bbox="833 359 1442 472"> <p>Attorney Information: <input checked="" type="radio"/> Name <input type="radio"/> Bar Number</p> <p>+ Last Name + First Name Middle Name</p> <p>Law James Theodore</p> </div> <div data-bbox="833 506 1442 609"> <p>Date Range: + On or After and + On or Before</p> <p>(e.g. 11/12/1955) 7/2/2007 and 7/2/2007</p> </div>
<p>To search by Attorney Bar Number:</p> <ol style="list-style-type: none"> From the Search By drop-down menu, select Attorney. Select the Bar Number radio button. In the Bar Number field, type the attorney's bar number, omitting the leading zeros. In the Date Range section, type a date in the On or After and in the On or Before fields to search for hearings in a date range other than today's date. You must type a date in both fields. Note: If you do not type dates in these fields, the default is today's date. Click Search or press Enter. 	<div data-bbox="833 804 1442 917"> <p>Attorney Information: <input type="radio"/> Name <input checked="" type="radio"/> Bar Number</p> <p>+ Bar Number</p> <p>1234567</p> </div> <div data-bbox="833 951 1442 1054"> <p>Date Range: + On or After and + On or Before</p> <p>(e.g. 11/12/1955) 7/2/2007 and 7/2/2007</p> </div>
<p>To search by Case Number (default):</p> <ol style="list-style-type: none"> From the Search By drop-down menu, select Case. In the Case Number field, type the case number. You may omit the dashes. In the Date Range section, type a date in the On or After and in the On or Before fields to search for hearings in a date range other than today's date. You must type a date in both fields. Note: If you do not type dates in these fields, the default is today's date. Click Search or press Enter. 	<div data-bbox="833 1182 1442 1253"> <p>Case: + Case Number:</p> <p>10F0123456789</p> </div> <div data-bbox="833 1287 1442 1390"> <p>Date Range: + On or After and + On or Before</p> <p>(e.g. 11/12/1955) 7/2/2007 and 7/2/2007</p> </div>
<p>To search by Judicial Officer:</p> <ol style="list-style-type: none"> From the Search By drop-down menu, select Judicial Officer. From the Judicial Officer drop-down menu, select an officer. From the Case Category options, deselect the ones for which you <i>do not</i> want to search. Note: By default, all case category options are selected. In the Date Range section, type a date in the On or After and in the On or Before fields to search for hearings in a date range other than today's date. You must type a date in both fields. Note: If you do not type dates in these fields, the default is today's date. Click Search or press Enter. 	<div data-bbox="833 1514 1442 1627"> <p>Judicial Officer: Aagaard, Oriette</p> <p>Case Category: <input checked="" type="checkbox"/> Criminal <input checked="" type="checkbox"/> Family</p> <p> <input checked="" type="checkbox"/> Civil <input checked="" type="checkbox"/> Probate and Mental Health</p> </div> <div data-bbox="833 1661 1442 1764"> <p>Date Range: + On or After and + On or Before</p> <p>(e.g. 11/12/1955) 7/2/2007 and 7/2/2007</p> </div>

Interpreting Search Results

- [Overview](#)
- [Information Displayed and Limitations in Search Results](#)
 - [Criminal/Traffic/Petty Case Records Search Results](#)
 - [Civil, Family & Probate Case Records Search Results](#)
 - [Judgments Search Results](#)
 - [Court Calendar Search Results](#)
- [Register of Actions and Judgments](#)
 - [Register of Actions – Information Displayed and Limitations, Generally](#)
 - [Register of Actions – Level of Sentence](#)
 - [Judgments – Information Displayed and Limitations](#)
- [Search Results for Case Records Searches \(all Case Types\)](#)
 - [If no publicly-accessible records are found](#)
 - [If records are found](#)
 - [If too many records are found](#)

Overview

Note:

The information available on MPA Courthouse is provided as a service and is not considered an official court record. The Minnesota Judicial Branch does not certify MPA Courthouse records or search results, and is not responsible for any errors or omissions in the data found on MPA Courthouse. Certified civil judgment search results may be obtained from court administration. If you see any **errors** on MPA Courthouse, please notify the [court clerk of the corresponding district court](#).

Search Results Tips	
Note: Not all of these options may work on your computer.	
To Print current screen	Use one of the following options: <ul style="list-style-type: none"> • Click the right mouse button and select "Print" • Simultaneously press the Ctrl + Tab + P keys • Simultaneously press the Ctrl + P keys
To go Back	Use one of the following options: <ul style="list-style-type: none"> • Click the right mouse button and select "Back" • Press the Backspace key • Click Back on the black toolbar • Click the browser's Back button

Information Displayed and Limitations in Search Results

Important:

The information displayed and limitations on availability of public cases in the Search Results page depends on the type of search performed. See the following table for more information.

Judgments Search Results

The Judgment information only appears if you have performed a Judgments search.

Judgment Records Search Results					
Logout Search Menu <u>New Judgment Search</u>		Search Criteria: Bugg, June		Location : All MNCIS Sites - Case Search Help	
Case No./Location	Entered/Docketed	Debtor(s)	Creditor(s)	Details	
01-C2-343-5678901 - Dakota-Apple Valley	01/02/2003 01/02/2003 9:48 AM	BUGG, JUNE	NATIONWIDE EXAMPLE BANK, LLC	Orig. Amount: \$4,114.09 Current Principal: \$4,114.09 Status: Active Type: CNVDISCL0	
89-CV-01-23456 Anoka	05/06/2007 05/06/2007 11:03 AM	Bugg, June E. Example, John	CITIBANK	Orig. Amount: \$4,030.58 Current Principal: \$4,030.58 Status: Active Type: JUDGEGR	

- To return to the Search Menu screen, on the black bar, click the **Search Menu** hyperlink.
- To perform another search of the same type, on the black bar, click the **New Judgment Search** hyperlink.
- To view the entire page, use the scrollbar on the right-hand side to navigate up and down.

Court Calendar Search Results

The Court Calendar information only appears if you have performed a Court Calendar search.

Court Calendar Results				
Search Menu <u>New Calendar Search</u>		Location : All MNCIS Sites - Case Search Help		
Judicial Officer: Judicial, John J.		Case Types: Criminal, Civil, Family, Probate and Mental Health		
Date: 4/2/2007 - 7/2/2007				
Sort By: <input type="text" value="Case Number"/>				
Case Number Type	Style	Judicial Officer Physical Location	Date Time	Hearing Type
01-C2-00-012345 Personal Injury	JOHN EXAMPLE et al. vs. JANE EXAMPLE et al.	John J. Judicial	06/04/2007 1:30 PM	Settlement Conference
01-C2-00-123456 Personal Injury	OLIVE OIL et al. vs. JUNE BUGG et al.	John J. Judicial	06/18/2007 9:00 AM	Jury Trial
01-C6-01-234567 Forfeiture	JOHN SMITH vs. MARY SMITH	John J. Judicial	05/08/2007 9:00 AM	Court Trial
01-C8-00-123456 Civil Other/Misc.	CITY OF PLEASANTVILLE	John J. Judicial	05/30/2007 9:00 AM	Evidentiary Hearing

- Once your search results appear, you have options for sorting. From the Sort By drop-down menu, select an option:
 - Case Number
 - Date and Time
 - Defendant Name
 - Hearing Type
 - Judicial Officer Name
 - Plaintiff Name

Note:
The example above is sorted by Case Number.

- To return to the Search Menu screen, on the black bar, click the **Search Menu** hyperlink.
- To perform another search of the same type, on the black bar, click the **New Calendar Search** hyperlink.
- To view the entire page, use the scrollbar on the right-hand side to navigate up and down.
- To display the Register of Actions for the desired case, follow the instructions in "Register of Actions – Information Displayed and Limitations", located below.

- If there are multiple charges on the case and one sentence applies to the multiple charges, in the "Events & Orders of the Court" section of the Register of Actions, the sentence is displayed only once.

CHARGE INFORMATION			
Charges: Criminal, Thomas James	Statute	Level	Date
1. Traffic - DWI - First-Degree Driving While Impaired; Described	169A.24.1	Felony	12/09/2008
2. Traffic Regulation-Seat belt use required	169.686.1(b)	Misdemeanor	12/09/2008

EVENTS & ORDERS OF THE COURT	
12/22/2008	DISPOSITIONS Plea (Judicial Officer: Davies, Jean) 1. Traffic - DWI - First-Degree Driving While Impaired; Described Guilty 2. Traffic Regulation-Seat belt use required Guilty
12/22/2008	Disposition (Judicial Officer: Davies, Jean) 1. Traffic - DWI - First-Degree Driving While Impaired; Described Convicted 2. Traffic Regulation-Seat belt use required Convicted
12/22/2008	Sentenced (Judicial Officer: Davies, Jean) 1. Traffic - DWI - First-Degree Driving While Impaired; Described 12/09/2008 (FEL) 169A.24.1 (169A241) 2. Traffic Regulation-Seat belt use required 12/09/2008 (MSD) 169.686.1(b) (1696861b)
	Commit to Commissioner of Corrections - Adult: MN Correctional Facility - St. Cloud 6 Mo Report on 01/09/2009 Credit for Time Served for 4 Days Status: Active 12/22/2008 Level of Sentence: Conviction Deemed a Gross Misdemeanor Pursuant to M.S. 609.13

Multiple charges

One sentence

Register of Actions – Level of Sentence

If you have performed a Criminal/Traffic/Petty Case Records search, it is important to read and understand the Register of Actions on each case, especially the **Level of Sentence**. This section contains detailed information on how to view and interpret the Level of Sentence.

Level of Sentence is a new automated feature (on cases sentenced on or after June 1, 2009) that calculates and displays the Level of Sentence imposed by the judge and entered into the case management system. The automated Level of Sentence is calculated based on the sentence elements and the statutory provisions set forth in [M.S. 609.135](#) and as described in our [Level of Sentence Fact Sheet](#). For even more explanation see [MNCIS Uniform Court Practices 144](#).

IMPORTANT: Effective on all cases sentenced on or after June 1, 2009, the Level of Sentence is automatically calculated and displayed on the Register of Actions. For cases sentenced prior to June 1, 2009, the Level of Sentence must be manually interpreted based on information provided in the Register of Actions and M.S. 609.135, with the guidance provided by the additional documents referenced in the paragraph above.

The following examples show how the same case looks with and without the automated calculation and display of Level of Sentence on the Register of Actions. Both examples are provided on each of the following cases to illustrate the difference of how the Register of Actions looks for cases sentenced prior to June 1, 2009, and those sentenced on or after June 1, 2009. Also, please note that the red boxes and arrows that appear in these examples to highlight certain sections of the Register of Actions do not appear on the Registers of Action you will view on MPA.

Case Sample 1: Sentenced at a Lower Level

View of Case if Sentenced Prior to June 1, 2009:

CHARGE INFORMATION			
Charges: DOE, JANE		Statute	Level
1.	Felony Assault 4th Degree on Peace Officer**	609.2231 (S1)	Felony
2.	Felony Violation of Protection Order	518B.01(S14(D(1)))	Felony
			Date
			06/13/2008
			06/13/2008
EVENTS & ORDERS OF THE COURT			
	DISPOSITIONS		
05/04/2009	Plea (Judicial Officer: Doe, John)		
	1. Felony Assault 4th Degree on Peace Officer**		
	Guilty		
05/04/2009	Disposition (Judicial Officer: Doe, John)		
	1. Felony Assault 4th Degree on Peace Officer**		
	Convicted		
	2. Felony Violation of Protection Order		
	Dismissed		
05/04/2009	Sentenced (Judicial Officer: Doe, John)		
	1. Felony Assault 4th Degree on Peace Officer**		
	06/13/2008 (FEL) 609.2231 (S1) (60922311)		
	Local Confinement:		
	Agency: St. Louis County Jail		
	Term: 1 Yr		
	Time To Serve: 1 Mo 9 Days		
	Stay 10 Mo 21 Days For 2 Yr		
	Status: Active 05/04/2009		
	Probation - Adult:		
	Type: Supervised probation		
	Agency: St. Louis County Probation - Duluth		
	Term of 2 Yr		
	05/04/2009 - 05/04/2011		
	Status: Active 05/04/2009		
	Fees - Adult: (Grand Total: \$135.00)		
	Due Within 2 Yr		
	Fine: \$3,000.00		
	Fees: (Fees Total: \$85.00)		
	Criminal Surcharge: \$75.00		
	Law Library: \$10.00		
	Stay of \$2,950.00 for 2 Yr		
	Condition - Adult:		
	1. Aftercare, 05/04/2009, Active 05/04/2009		
	2. Complete treatment, 05/04/2009, Active 05/04/2009		
	3. No alcohol/controlled substance use, 05/04/2009, Active 05/04/2009		
	4. No contact with victim(s), 05/04/2009, Active 05/04/2009		
	5. No same or similar, 05/04/2009, Active 05/04/2009		
	6. No violence to person or property, 05/04/2009, Active 05/04/2009		
	7. Random testing, 05/04/2009, Active 05/04/2009		

View of Case if Sentenced On or After June 1, 2009 – With New Level of Sentence Label:

CHARGE INFORMATION			
Charges: DOE, JANE		Statute	Level
1. Felony Assault 4th Degree on Peace Officer**		609.2231 (S1)	Felony
2. Felony Violation of Protection Order		518B.01(S14(D(1)))	Felony
			Date
			06/13/2008
EVENTS & ORDERS OF THE COURT			
DISPOSITIONS			
05/04/2009	Plea (Judicial Officer: Doe, John)		
	1. Felony Assault 4th Degree on Peace Officer**		
	Guilty		
05/04/2009	Disposition (Judicial Officer: Doe, John)		
	1. Felony Assault 4th Degree on Peace Officer**		
	Convicted		
	2. Felony Violation of Protection Order		
	Dismissed		
05/04/2009	Sentenced (Judicial Officer: Doe, John)		
	1. Felony Assault 4th Degree on Peace Officer**		
	Local Confinement:		
	Agency: St. Louis County Jail		
	Term: 1 Yr		
	Time To Serve: 1 Mo 9 Days		
	Stay 10 Mo 21 Days For 2 Yr		
	Status: Active 05/04/2009		
	Probation - Adult:		
	Type: Supervised probation		
	Agency: St. Louis County Probation - Duluth		
	Term of 2 Yr		
	05/04/2009 - 05/04/2011		
	Status: Active 05/04/2009		
	Fees - Adult: (Grand Total: \$135.00)		
	Due Within 2 Yr		
	Fine: \$3,000.00		
	Fees: (Fees Total: \$85.00)		
	Criminal Surcharge: \$75.00		
	Law Library: \$10.00		
	Stay of \$2,950.00 for 2 Yr		
	Condition - Adult:		
	1. Complete treatment, 05/04/2009, Active 05/04/2009		
	2. No alcohol/controlled substance use, 05/04/2009, Active 05/04/2009		
	3. No contact with victim(s), 05/04/2009, Active 05/04/2009		
	4. No same or similar, 05/04/2009, Active 05/04/2009		
	5. No violence to person or property, 05/04/2009, Active 05/04/2009		
	6. Random testing, 05/04/2009, Active 05/04/2009		
	Level of Sentence:		
	Conviction Deemed a Gross Misdemeanor Pursuant to M.S. 609.13		

A gross misdemeanor sentence level is one in which a sentence of incarceration for 91 to 365 days, or a fine of \$ 1,001.00 to 3,000.00, or both, is imposed.

Case Sample 2: Payable Misdemeanors

View of Case if Sentenced Prior to June 1, 2009:

CHARGE INFORMATION			
Charges: DOE, JANE		Statute	Level
1. Liquor-Consumption by persons under 21		340A.503.1(a)(2)	Misdemeanor
			Date
			11/08/2008
EVENTS & ORDERS OF THE COURT			
DISPOSITIONS			
12/08/2008	Plea		
	1. Liquor-Consumption by persons under 21		
	Guilty		
12/08/2008	Disposition		
	1. Liquor-Consumption by persons under 21		
	Convicted		
12/08/2008	Payable without appearance		
	1. Liquor-Consumption by persons under 21		
	11/08/2008 (MSD) 340A.503.1(a)(2) (340A5031a2)		
	Fees - Adult: (Grand Total: \$185.00)		
	Due 12/8/2008		
	Fine: \$100		
	Fees: (Fees Total: \$85.00)		
	Criminal Surcharge: \$75		
	Law Library: \$10		

View of Case if Sentenced On or After June 1, 2009 – With New Level of Sentence Label:

CHARGE INFORMATION			
Charges: DOE, JANE		Statute	Level
1. Liquor-Consumption by persons under 21		340A.503.1(a)(2)	Misdemeanor
Date: 11/08/2008			
EVENTS & ORDERS OF THE COURT			
DISPOSITIONS			
12/08/2008	Plea	1. Liquor-Consumption by persons under 21 Guilty	
12/08/2008	Disposition	1. Liquor-Consumption by persons under 21 Convicted	
12/08/2008	Payable without appearance	1. Liquor-Consumption by persons under 21 Fees - Adult: (Grand Total: \$185.00) Due 12/08/2008 Fine: \$100.00 Fees: (Fees Total: \$85.00) Criminal Surcharge: \$75 Law Library: \$10	
Level of Sentence:		Conviction Deemed a Petty Misdemeanor Pursuant to M. S. 609.13	

A petty misdemeanor sentence level is one in which a sentence of a fine of up to \$300.00 is imposed.

Judgments – Information Displayed and Limitations

The Judgment information only appears if you have performed a Judgment search.

JUDGMENT			
Case No. 02-C4-03-123456			
EXAMPLE BIC VS JOHN EXAMPLE & JANE EXAMPLE	\$	Case Type:	Transcript Judgment
	\$	Location:	Anoka
	\$		
	\$		
	\$		
JUDGMENT DETAILS			
Debtor(s)	EXAMPLE, JOHN SAINT PAUL, MN 55555	Creditor(s)	EXAMPLE BIC
	EXAMPLE, JANE SAINT PAUL, MN 55555		
Entered Date:	08/27/2003	Type:	Closed
Docketed:	10/06/2003 8:45 AM	Status:	Active
Orig. Amount:	\$8,844.00		
Curr. Principal:	\$8,844.00		
Judicial Officer:	Judge, Presiding		
SATISFACTIONS			

- To display the Judgment for the case, click the hyperlink for the case number.
- To view the entire Judgment, use the scrollbar on the right-hand side to navigate up and down.
- To return to Search Results page, navigate back a screen. (See the "Navigation Tips" for going back a screen, located on Page 8.)

Search Results for Case Records Searches (all Case Types)

If no publicly-accessible records are found

If no publicly-accessible records are found, the Search Results screen will appear indicating that no cases, judgments, or calendars matched your search criteria.

Important Note on Search Result Limitations:
 Please read [Information Displayed and Limitations in Search Results](#), which explains that some public cases will not display in your search results.

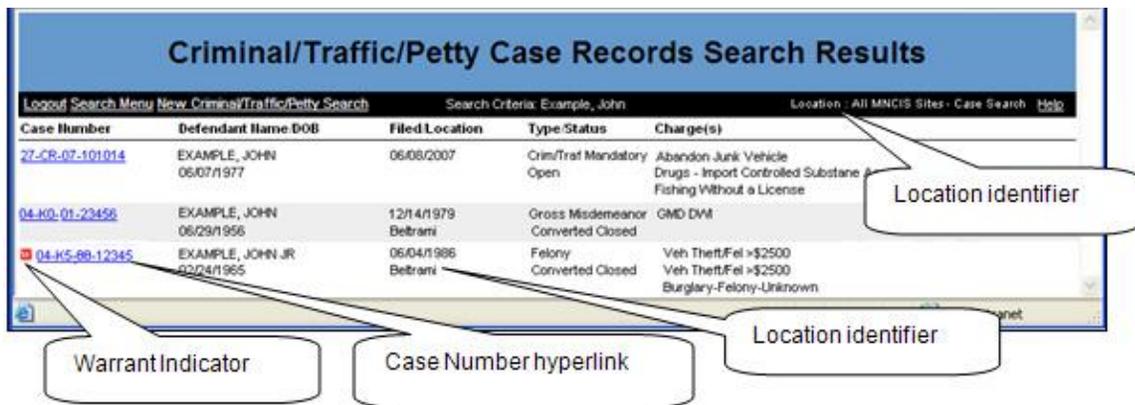


- To return to the Search Menu screen, on the black bar, click the **Search Menu** hyperlink.
- To perform another search of the same type, on the black bar, click **New [type of] Search** hyperlink. For example, click **New Criminal/Traffic/Petty Search**.

If records are found

If records are found matching your search criteria, the Search Results screen will appear displaying a list of case numbers and general case information. Use the information to verify that the listed case satisfies your search.

Important Note on Search Result Limitations:
 Please read [Information Displayed and Limitations in Search Results](#), which explains that some public cases will not display in your search results.



- To return to the Search Menu screen, on the black bar, click the **Search Menu** hyperlink.
- To perform another search of the same type, on the black bar, click **New [type of] Search** hyperlink. For example, click **New Criminal/Traffic/Petty Search**.
- If a party on the case has a warrant, a warrant indicator icon will appear in front of the case number.

Note:

Be attentive to the Location of your search results, especially for searches performed against a multi-physical location county, multi-department county, or when using the "All MNCIS Sites - Case Search" option. The Location identifier appears in two specific places on the Search Results page: on the black menu bar at the top of the page and on each case in the "Filed/Location" or the "Case No./Location Entered/Docketed" column. In the example above, the user has performed a Criminal/Traffic/Petty Case Search using "All MNCIS Sites - Case Search" as the location.

If too many records are found

Important Note on Search Result Limitations:

Please read [Information Displayed and Limitations in Search Results](#), which explains that some public cases will not display in your search results.

If too many records are found matching your search criteria, the screen shown below will appear displaying a list of the first 200 matches, general case information, and a message stating "Too many results to display. First 200 matches listed below." **It is important to note that you are not viewing the entire list.**



- To perform another search of the same type and to narrow your search criteria, on the black bar, click **New [type of] Search** hyperlink. For example, click **New Criminal/Traffic/Petty Search**.

Logging Out

To logout of MPA Courthouse, follow one of the methods below.

Method One:

1. Close the browser.

Method Two:

1. Click the **Logout** hyperlink located on the black bar on the left-hand side of the menu bar. The Sign On screen appears.
2. Close the browser.