MINNESOTA JUDICIAL BRANCH

Court Integration Services

Hearing Schedule Reset and Cancel

Electronic Submission Service

Document Revision History

Date	Author	Revison Highlights
04/20/2007	S. Donovan	Document created.
08/23/2007	S. Donovan	Merged all hearing submission documentation (schedule, reset, cancel)
10/10/2007	S. Donovan	Included input per Linda E.
2/6/2008	S. Donovan	Added correlation section. Removed interim solution information. Removed contact information (contact information can be found on the Integration website.)
New Date		

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1. PREFACE

The purpose of this document is to provide a technical overview of the MNCIS Hearing electronic submission service. An electronic submission service allows authorized external agencies to electronically submit information to the court, using a specified format.

For general details of MNCIS efiling or electronic submission services available from Court Integration Services within SCAO, please read the E-filing Technical Overview found on the Court Integration Services website.

2. OVERVIEW AND SCOPE

 The Hearing submission services provide the capability for authorized entities, (such as the County Attorney) to electronically schedule, reset or cancel a hearing on an existing case. These transactions are validated and then applied to MNCIS, the statewide court case management system.

3. ACCESS TO THIS SERVICE

Please refer to the Request Access to Court Integration Services page on the Court Integration Services website to request access to use Court Integration services.

4. MESSAGING

For general details on how on the Integration Services work (i.e. SOAP services, message queues, security and system requirements), please read the Integration Services Technical Overview which can be found on the Court Integration Service website.

4.1   Format

A hearing schedule, cancellation or reset message is submitted to the court in the form of an XML message. The format of the message must conform to the CourtXML schema for this service. The schema definition is called ScheduleHearing_3_1.xsd, and is available from the Court Integration Service website.

Within this schema definition, there are six root elements:

Submission message:	ScheduleHearingTrialSetting
Response message:	ScheduleHearingTrialSettingResponse
Submission message:	ResetHearingTrialSetting
Response message:	ResetHearingTrialSettingResponse
Submission message:	CancelHearingTrialSetting
Response message:	CancelHearingTrialSettingResponse

The result of submitting the ScheduleHearingTrialSetting, ResetHearingTrialSetting or CancelHearingTrialSetting document is the corresponding response message document.   The response message will identify whether the submission was successful or not.

4.2   Data

This section is meant to help gain an understanding the data concepts specific to this submission service. It is not meant to be an exhaustive definition of the data required for this service. The complete format of the Hearing Schedule, Reset and Cancel message is documented in the schema for this service as noted above.

1. The combination of Hearing Type, Date, Time and Calendar in the submission message must match what is configured in the MNCIS court session in the user interface (UI). Session Type and Location are optional, but if included in the submission message, must match what is configured in the court session in the UI.
2. Only same time ("cattle call") court sessions are available for electronic submission services.
3. Only open sessions are available for electronic submission services.
4. Currently submissions messages allow submissions to overbook a calendar. This feature may be changed at the discretion of the court.
5. Interpreter Required. Hearings electronically submitted will not trigger the "Interpreter Required" flag. The MNCIS user must go into the UI and resave the hearing for this to occur.
6. Schedule. There are two options for scheduling hearing dates and times:
    a. Scheduled Date/Time. Specific submission of a court session date and time. The time must match the "start" time of the session configured in the UI.
    b. Next Available Date. MNCIS will search for the earliest available date that meets the criteria included in the submission document.
7. Resets and Cancels. HearingKey and SettingKey are corresponding elements which are not visible through the MNCIS UI. These keys can be obtained from a previously received Hearing/Trial/Setting Notification or from the hearing schedule response message.

4.3 Correlation

1. The hearing submission types can be correlated to a complaint, tab charge or citation efile.
2. The reset and cancel submission types can be correlated to a hearing efile. Consecutive reset and cancel submissions must also be correlated to the original hearing efile.

4.4 Simple Types

This service utilizes the following simple type files for attributes/elements that represent MNCIS codes. Refer to the MNCIS E-Filing Technical Overview document, available on the Court Integration Services web site, for additional information about how simple types are used in e-file submission services.

Element	Simple Type
HearingType	HearingSessionTypeTextTypeIn.xsd
CourtCalendarNameText	CourtCalendarNameTextType.xsd
HearingLocationText	HearingLocationTextTypeIn.xsd
HearingSessionTypeText	HearingSessionTypeTextTypeIn.xsd

4.5 Errors and Exceptions

<u>Result in System Reject (SR) Response Message</u>
- **Case category of the Hearing Type does not match the case category of the case**. (Submitted hearing type is not valid for case type per Odyssey configuration)
- ***XXXXX* is an invalid Calendar Type.** (Case Court Node not valid for Calendar)
- **No matching court session found for the parameters provided**. (No court session can be found that meets submitted date, time, calendar, and session parameters.) Including:
  - Submitted time different from session start time
  - Non-cattle call sessions
  - Closed sessions
- **Setting not found.** Incorrect hearing or setting key (error or submission of reset or cancel only).
- **This case is already scheduled for a hearing in this session**.
- **Max attorney hearing limit exceeded**.
- **Unknown Submission Service Type.** Submission type not valid (i.e. submit hearing vs. submit complaint).
- **Rejected by Court User.** Workflow Queued transaction was rejected by a court user.

<u>Reasons for possible Schema Validation Errors specific to this service</u>:
> Submitted hearing for a Court Node not configured for Originating Agency. (Example Schema Validation Error Message: Unknown Enumeration value 'Pine County District Court' from SimpleTypeCompanion File CourtCalendarNameTextType for court: MN027015J)

4.6 Retention Policy.

This service adheres to the general retention policy for submission messages that is documented in the E-filing Technical Overview document.

5. NOTIFICATIONS

When a hearing submission is applied to MNCIS, it will trigger a Hearing/Trial/Setting case notification, just as if the hearing schedule, reset or cancel was manually entered into the MNCIS user interface. Notification results will come from user=IntegrationAdmin.

Note that a CourtXML response to an e-filed message and the CourtXML notification message that results from the update specified in an e-filed message are two different things. A response to an e-filed message will always be returned to the submitter to indicate the status of the submitted message (i.e. accepted, rejected, and pending). Notifications on the other hand, are only sent to entities that have subscribed to a specific type of notification service.

More details about case notifications and the process for subscribing to notifications is available on the Court Integration Services website.