

This message is intended for non-law enforcement agencies, court administrators, state court business system coordinators, court staff and Minnesota Court Payment Center staff (CPC) that process criminal cases. Please direct this information to the appropriate staff.

Subject: Agencies authorized to file charging documents on paper rather than electronically as required by Minn. R. Crim. P. 1.06, subd.5.

Purpose: To inform court staff there are some non-law enforcement agencies that cannot electronically file charging documents, requiring charging documents issued by these agencies to be filed on paper. Complaints where these agencies are the complainant, and citations filed by these agencies, must be accepted on paper and processed manually by court staff. No motion for an exception is required as this is a known, authorized exception to e-filing. See Comments to Minn. R. Crim. P. 1.06 (“It is also anticipated that certain complaints, including . . . complaints and charges filed by agencies without a federal Originating Agency Identification (ORI) number, must be filed on paper for the foreseeable future because the current e-filing system does not support electronic filing of those documents.”)

The reason these non-law enforcement agencies cannot file charging documents electronically is that the BCA eCharging system used for filing charging documents requires that a submitting agency have a federal Originating Agency Identification (ORI) number. Some non-law enforcement agencies do not qualify for an ORI based on the BCA’s determination that the agency does not meet the definition of a “criminal justice agency” under [Minn. Stat. § 299C.46](#) and [Federal Bureau of Investigation Criminal Justice Information Services \(CJIS\) Security Policy](#), § 3.2.4.

What this means for you: Court staff must accept paper complaints from prosecutors when a non-law enforcement agency is the complainant, and must also accept paper citations from non-law enforcement agencies. If there is doubt about an agency’s authorization to file on paper, it is recommended that court staff accept the paper filing and then contact State Court Administration to determine if the agency should be required to file electronically or whether subsequent filings should be accepted on paper. Questions regarding whether the agency qualifies for an ORI may also be directed to the BCA Service Desk bca.servicedesk@state.mn.us.

Please note that these non-law enforcement agencies are still required to comply with any other applicable e-filing mandates when filing documents other than charging documents.

Some examples of non-law enforcement agencies that file charging documents (This is not an exhaustive list, merely representational information.)
Animal Control
Dakota County Environment Management Department
Dakota County Physical Development Division
Department of Agriculture
Department of Revenue
Gambling Commission
Gambling Enforcement Division
Goodhue County Land Use Management Department
Hennepin County Environment Health
Hennepin County Solid/Hazardous Waste

Housing Inspector
Fire Marshall
Labor and Industry Investigations
Minneapolis Inspections Dept
Minnesota Department of Transportation Commercial Veh Unit
MN Department of Agriculture
MN Department of Commerce
MN Department of Labor & Industry
MN Department of Public Safety
MN Dept. Of Revenue
MN Financial Crimes Strike Force
MN Dept. of Human Services
US Department of Health & Human Services
US Department of Housing & Urban Development (HUD)
US Department of Labor
US Grand Port Natural Monument
US Internal Revenue Service Intelligence Division
US Pipestone National Monument
US Postal Inspector
US Voyageur National Park-International Falls

Thank you,

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