
Process to Add/Modify/Repeal Ordinance

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A request for an addition to the list of ordinances within MNCIS can happen when any of the following events occurs:

- Court/CPC staff are unable to initiate case because charged ordinance is not in MNCIS offense table
- Prosecuting authority or law enforcement agency determines that ordinance to be charged is not yet in MNCIS offense table
- Prosecuting authority or law enforcement agency is notified that new ordinance has been enacted by local subdivision of government and is likely to be charged in the future
- Prosecuting authority or law enforcement agency is notified that an ordinance has been amended or repealed
- Any other event that demonstrates need to add or modify ordinance data in MNCIS offense table

To be performed by the Prosecuting Authority:

1. Complete the ["Request to Add/Modify/Repeal Ordinance" form](#).
2. If you have multiple additions or updates that making filling out individual forms too onerous, contact the Court Administrator for alternate options.
3. Submit request materials to court administrator's office.
4. Advise law enforcement of additions/changes once notified by court administration they have been added to MNCIS.

To be performed by the Court Administrator:

1. If request includes payable ordinance(s), arrange for local bench review and approval.
2. Submit service desk ticket to SCAO and attach the form or spreadsheet.
3. Upon resolution of the service desk ticket, court staff initiates case(s), if any, and advises prosecuting authority that MNCIS offense table has been updated.