



**MINNESOTA  
JUDICIAL BRANCH**

## Court Integration Services

### Case Notification Service

#### Consumer Documentation

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# Table of Contents

<b>1. DOCUMENT REVISION HISTORY .....</b>	<b>4</b>
<b>2. PREFACE .....</b>	<b>5</b>
<b>3. OVERVIEW.....</b>	<b>5</b>
<b>4. MESSAGES.....</b>	<b>6</b>
<b>4.1. Notification Message.....</b>	<b>6</b>
4.1.1. Message Definition .....	6
4.1.2. Message Details .....	6
4.1.2.1. Notification Admin Header.....	6
4.1.2.2. Specific Notification Elements .....	7
4.1.2.2.1. Agency Notes.....	7
4.1.2.2.2. Case Detail .....	7
4.1.2.2.3. Case Security .....	8
4.1.2.2.4. Charge .....	8
4.1.2.2.5. Court Decision .....	9
4.1.2.2.6. Criminal Case Initiation.....	9
4.1.2.2.7. Custody Release Order .....	10
4.1.2.2.8. Disposition .....	10
4.1.2.2.9. Family Case Initiation.....	11
4.1.2.2.10. Hearing.....	11
4.1.2.2.11. Interim Conditions .....	12
4.1.2.2.12. Juvenile Interim Placement.....	13
4.1.2.2.13. No Contact Order .....	14
4.1.2.2.14. Other Agency Cross Reference.....	15
4.1.2.2.15. Probation Order.....	15
4.1.2.2.16. Public Defender Order .....	16
4.1.2.2.17. Subject Party .....	16
4.1.2.2.18. Transport .....	17
4.1.2.2.19. Warrant .....	17
<b>5. USAGE .....</b>	<b>18</b>
<b>5.1. Authorization.....</b>	<b>18</b>
<b>5.2. Subscriptions .....</b>	<b>18</b>
5.2.1. MNCIS Node(s) .....	18
5.2.2. Lines of Business .....	19
5.2.2.1. Criminal Case Types.....	19
5.2.2.2. Family Case Types.....	19
5.2.2.3. Civil Case Types .....	20

5.2.2.4. Probate Case Types.....	20
5.2.3. Notification Types .....	20
<b>5.3. Receiving Notification Messages.....</b>	<b>20</b>
<b>6. TROUBLESHOOTING.....</b>	<b>20</b>
6.1. Message Retention.....	20
6.2. Problem Resolution Steps .....	20
<b>APPENDIX A: ERRORS.....</b>	<b>21</b>

## 1. Document Revision History

Date	Author	Revision Highlights
2008-02-06	T. Buchholz	Created this document. Replaced CaseNotification Technical Documentation.
2008-05-22	R. Gosewisch	Added a new sub-section to Section 4 for OtherAgencyCrossReference notifications.
2008-06-05	S. Donovan	Updated the following sub-sections to Section 4: <ul style="list-style-type: none"> <li>• Case Detail – Added Case Flag Modified</li> <li>• Court Decision – Now includes all family case types, removed reference to CHIPS cases.</li> <li>• Family Case Initiation – Now includes all family case types, removed reference to CHIPS cases.</li> <li>• Interim Conditions – Changed Interim Conditions Expired to not include future expiration dates.</li> <li>• No Contact Order – Changed “events” to conditions” and added note.</li> <li>• Subject Party – Added Subject Party Case Address Added, Subject Party Case Address Modified, Subject Party Case Address Deleted.</li> </ul>
2008-08-29	L. Emeott	Updated the following sub-sections to Section 4: <ul style="list-style-type: none"> <li>• Subject Party – Added Attorney Address Added, Attorney Address Modified and Attorney Address Removed.</li> <li>• Case Detail, Case Security and Interim Conditions – Removed reference to Criminal and Family case types only - now includes all case types.</li> </ul>
2008-09-16	R. Gosewisch	Removed ‘WarrantDeleted’ as a triggering event for Warrant notifications in Section 4. Warrants can only be deleted in MNCIS when they are inactive, and when that occurs, a ‘WarrantInactivated’ notification is produced. If a warrant is actually deleted in MNCIS, it has been determined that a notification reflecting this action is not needed.
2008-12-22	R. Gosewisch	Updated the section on Interim Conditions to clarify when the different notification event types will be triggered. Release 14 of Integration Services incorporated some changes that affect Interim Condition Notifications.
2009-08-06	R. Rowan	Updated the CourtDecisionNotification (Section 4) has been modified to note that CourtDecisionUndeleted and CourtDecisionAmendmentUndeleted are now available.
2009-10-15	M. Langr	Updated the No Contact Order (Section 4), added triggering events and protected party produced table.
2010-04-22	R. Gosewisch	Updated the ‘Subscriptions’ section to provide additional information on subscription filtering options.

Date	Author	Revision Highlights
2010-04-27	R. Rowan	Updated the Court Decision section to indicate that CourtDecisionUndeleted and CourtDecisionAmendmentUndeleted are not allowed for criminal and juvenile sentences. It only works with non-criminal type judgments.
2012-07-11	R. Gosewisch	Updated the Interim Conditions section with some information about the delete and undelete of interim conditions sets in MNCIS.
2012-11-28	L. Iverson	Updated 'Additional Information' for triggering event PleaAmendmentDeleted.
2013-08-21	R. Gosewisch	Updated the section on 'Subject Party' notifications to clarify that this notification type is produced only for cases in the criminal and family case categories.
2015-08-14	J. Hoch	Added the Public Defender Order notification to section 4.

## 2. Preface

This document describes the Integration Services Case Notification service. It provides information about the purpose of this service and details on its set of output messages.

See the document [Integration Services Technical Overview](#) for additional information on how to use Integration Services.

## 3. Overview

Case Notification messages are a general mechanism for business partners of the courts to have data delivered to their applications when specific events that affect MNCIS court cases occur. Case notification messages are not official court documents. A notification message will inform interested business partners that something has transpired that is considered a “checkpoint” in the processing of a court case. Each case notification message has a pre-defined list of events that will trigger its publication, and pre-defined content.

Case notification messages are meant to transmit data between two computer systems. Any user interaction, or processing, that needs to happen with the data after it is transmitted, such as screens, reports or email messages will need to be developed by those responsible for the receiving system.

The Case Notification service is just one of the services in the Court Integration Service Catalog. Refer to the Court Integration Services website for a complete list of available services.

## 4. Messages

Case Notification messages use the SOAP message structure. See the Integration Services Technical Overview document for more information on the general format for Integration Services messages.

The CaseNotification schema defines the message formats that make up the body of messages used by this service. Please refer to the Integration Services website to identify which version of this schema is current for this service. Please refer to the schema for the most up to date structure for these messages.

### 4.1. Notification Message

#### 4.1.1. Message Definition

Push SOAP Action: <http://www.courts.state.mn.us/IS/02/CaseNotification>  
Pull SOAP Action: <http://www.courts.state.mn.us/IS/02/PullHeldCaseNotification>  
Release SOAP Action: <http://www.courts.state.mn.us/IS/02/ReleaseHeldCaseNotification>  
Schema: CaseNotification  
Root Element: CaseNotification

#### 4.1.2. Message Details

A Case Notification message is made up of 2 main components. The first is an element named NotificationAdminHeader which is the same for all notification messages regardless of type or triggering event. It can be used for filtering and routing messages. The 2<sup>nd</sup> is the set of one or more specific notification elements that corresponds to the triggering events. A specific notification element contains information on the event that triggered the message, and on the entity that was affected by the event. One Case Notification can contain more than one of these specific notification elements, including more than one of the same kind or of different kinds. The combinations that are possible depend on the update transactions that are available in MNCIS and may vary over time without any changes being made to the schema.

##### 4.1.2.1. Notification Admin Header

The element NotificationAdminHeader contains many data items that can be used to filter and route messages. These include the following:

- Court File Number
- County Number
- Court Location
- Case Type
- Case Title
- Confidential, Sealed and Restricted case indicators
- Identifying information for the parties on the case
- Associated agency ORI and control number values, Community of Offense and Citation Numbers for criminal cases

- Other agency identifiers associated with the MNCIS case

#### 4.1.2.2. Specific Notification Elements

Specific notification elements have a common structure. They all have a name that represents the type of notification, the date and time that the notification was triggered, one or more notification events that represent the triggering event that caused the message to be published and another element that represents the entity that was affected by the event.

##### 4.1.2.2.1. Agency Notes

Element Name: AgencyNotesNotification

This message is produced when certain case event(s) are added, modified or deleted. The Agency Note provides an informal means of communication between the court and their partner agencies. Agency Note notifications include party and charge data, as well as future hearing dates.

Triggering Events	Additional Information
AgencyNoteAdded	An agency note event is added.
AgencyNoteDeleted	An agency note event is deleted due to a clerical error.
AgencyNoteModified	An agency note event is modified due to a court action or court order.
AgencyNoteUnDeleted	An agency note that was previously deleted is restored.

##### 4.1.2.2.2. Case Detail

Element Name: CaseDetailNotification

This message is produced when elements of a base court case are added, modified or deleted. CourtCaseHeaderGroup is the container for the details of the base case record. It includes such elements as the court case number, title, and details such as the court and judge who is assigned to the case.

Triggering Events	Additional Information
CaseReassigned	A case is reassigned to a different judge or to a different court.
CaseAssignmentModified	A judge is assigned to the case where there was no judge assigned before or details of the current assignment are modified.
CaseNumberModified	A change is made to the case number due to reassignment to a different court or clerical error. The prior court case number will be included to show the value before the change.
CaseTitleModified	A modification is made to the case title due to additional information added or clerical error.
CaseFlagAdded	A case flag is added. In MNCIS, a case flag captures additional information on the case such as an interpreter is required or fingerprints are needed.

CaseFlagModified	A case flag is modified by adding or editing the comment related to the case flag.
CaseFlagDeleted	A case flag is deleted because it is no longer applicable or was entered in error.

#### 4.1.2.2.3. Case Security

Element Name: CaseSecurityNotification

This message is produced when there are changes to the security state of cases. Security on a case may change at different times in the life cycle of a court case. These changes include when a court case is deleted due to a data entry error, expunged or sealed due to a court order, or when a case that was previously non-confidential is made confidential.

Triggering Events	Additional Information
CaseExpunged	A court case is expunged due to a court order.
CaseDeleted	A court case is deleted due to a clerical error.
CaseSealed	A case that was previously not sealed is now marked as sealed.
CaseMadeConfidential	A case that was previously non-confidential is now made confidential.

#### 4.1.2.2.4. Charge

Element Name: ChargeNotification

This message is produced when processing is completed on charges on adult criminal and juvenile cases prior to disposition. The processing includes adding charges (after initiation), modifying charges, amending charges, adding, amending or deleting pleas, and deleting charges. Options are available for configuring charge notifications to also include the history of charges on a case.

Triggering Events	Additional Information
ChargeFiled	A new charge is added to the case after the case has been initiated.
ChargeAmended	A charge has been amended due to a court action or court order.
ChargeModified	A clerical error has been fixed.
ChargeDeleted	A non-disposed charge has been deleted.
PleaAdded	A plea has been added on a charge.
PleaAmended	A plea has been amended due to a court action or court order.
PleaAmendmentDeleted	An amendment to a plea has been backed out. The message will include the plea that is current after the amendment was backed out.
PleaModified	A plea has been modified on a particular charge to fix a clerical error.
PleaDeleted	A plea is deleted. This action deletes the most current plea on a charge.

#### 4.1.2.2.5. Court Decision

Element Name: CourtDecisionNotification

This message is produced when processing is completed on trial court decisions. These include sentences for adult criminal cases, delinquency dispositions for juvenile delinquency cases, and judgments for family cases. A court decision is a grouping of several components (e.g., conditions, confinement, probation, placement, etc). Once entered, these components are amended, deleted, or modified as a set, not individually.

Triggering Events	Additional Information
CourtDecisionAdded	A court decision has been added to the case.
CourtDecisionAmended	A court decision has been amended due to a court action or a court order.
CourtDecisionModified	A court decision was modified because of a clerical error.
CourtDecisionDeleted	A court decision has been deleted.
CourtDecisionAmendmentDeleted	An amendment to a court decision has been removed or backed out.
CourtDecisionUndeleted	A deleted court decision has been undeleted. <i>Note: Criminal and Criminal Juvenile court decisions <u>cannot</u> be undeleted in MNCIS. This notification only works with non-criminal type court decisions.</i>
CourtDecisionAmendmentUndeleted	A deleted court decision amendment has been undeleted. <i>Note: Criminal and Criminal Juvenile court decision amendments <u>cannot</u> be undeleted in MNCIS. This notification only works with non-criminal type court decisions.</i>

#### 4.1.2.2.6. Criminal Case Initiation

Element Name: CaseInitiationCriminalNotification

This message is produced when criminal cases are initiated within the court case management system and a case number is assigned. This message will include information on parties (may include attorneys), charges and other case filing details. This message is triggered for both adult and juvenile criminal case types.

Triggering Events	Additional Information
CaseInitiated	A case has been initiated in MNCIS.

#### 4.1.2.2.7. Custody Release Order

Element Name: CustodyReleaseOrderNotification

This message is produced when certain case events that are part of a group of custody release order events are added, modified or deleted. The Custody Release Order message provides a means for partner agencies to be notified when a defendant release has been ordered on a particular case. This message is triggered for both adult and juvenile criminal case types.

Triggering Events	Additional Information
CustodyReleaseOrderAdded	A custody release order event is added.
CustodyReleaseOrderDeleted	A custody release order event is deleted due to a clerical error.
CustodyReleaseOrderModified	A custody release order event is modified due to a court action or court order.
CustodyReleaseOrderUnDeleted	A custody release order event that was previously deleted is restored.

#### 4.1.2.2.8. Disposition

Element Name: ChargeDispositionNotification

This message is produced when processing is completed on charges on adult criminal and juvenile cases upon disposition, and when updates are made to the disposition. The processing includes modifying charges, amending charges, adding, amending or deleting pleas, adding, amending or deleting dispositions, and deleting charges. This message will include general case information and charge disposition as it corresponds to individual charges.

Triggering Events	Additional Information
ChargeAmended	A charged is amended due to a court action or a court order.
ChargeModified	A clerical error has been fixed.
ChargeDeleted	A disposed charge has been deleted.
PleaAdded	A plea has been added on a particular charge.
PleaAmended	A plea has been amended on a particular charge. An amended plea means it has been ordered by the Court.
PleaAmendmentDeleted	An amendment to a plea has been backed out. The message will include the plea that is current after the amendment was backed out.
PleaModified	A plea has been modified on a particular charge. A modified plea means the plea has been modified to fix a clerical error.
PleaDeleted	A plea is deleted. This action deletes the most current plea on a charge.
DispositionAdded	A disposition has been added on a particular charge.
DispositionModified	A disposition is modified on a particular charge to fix a clerical error.

DispositionAmended	A disposition has been amended on a particular charge. An amended disposition means it has been ordered by the Court.
DispositionAmendmentDeleted	An amendment to a disposition has been backed out. The message will include the disposition that is current after the amendment is backed out.
DispositionDeleted	A disposition is deleted. This action deletes the most current disposition on a charge.

#### 4.1.2.2.9. Family Case Initiation

Element Name: CaseInitiationFamilyNotification

This message is produced when family cases are initiated within the court case management system and a case number is assigned. This message will include information on parties (may include attorneys) and other case filing details, depending on the case type. *Note: There are some case types that do not require entry of parties at case initiation. It is possible, though not typical, that a Case Initiation Notification could be generated without parties on the case.*

Triggering Events	Additional Information
CaseInitiated	A case has been initiated in MNCIS.

#### 4.1.2.2.10. Hearing

Element Name: HearingTrialSettingNotification

This message is produced when court processing is completed involving a hearing or trial on a case. This includes scheduling, rescheduling, canceling and resetting or continuing hearings and notification when hearings are held. This message is also produced when court sessions are modified and there are hearings/settings scheduled on the court session. A message will be produced for each hearing scheduled on the court session that is modified. This message is produced for all case types.

In MNCIS, a hearing is a container that may consist of only one date and time or may consist of multiple dates and times. Each of these date/times within the hearing is called a setting. For example, an arraignment would be one setting within a hearing, a court trial that is scheduled for multiple days would be one hearing with multiple settings.

Court sessions are blocks of time that are used for scheduling court hearings and settings. Examples of court sessions are: arraignment sessions, traffic court and jury trials. Court Sessions are set up within a calendar before court staff can begin scheduling and working with hearings on the calendar. Court session can be set up to associate specific court resources (i.e. judicial officers and courtroom locations).

Triggering Events	Additional Information
HearingScheduled	A hearing is scheduled.

HearingCancelled	A hearing is canceled if the hearing no longer needs to take place.
HearingDeleted	A hearing is deleted if the hearing is scheduled in error.
HearingModified	A hearing is modified when the hearing type or interpreter required status is changed.
SettingScheduled	An additional setting is added to a hearing that already has at least one setting.
SettingRescheduled	A setting of a hearing is rescheduled. If there is only one setting to a hearing (one date), this event indicates that the hearing is rescheduled.
SettingCancelled	One setting of the hearing is canceled if the setting no longer needs to take place.
SettingModified	A setting time has changed.
SettingHeld	A setting of hearing actually occurred. Additional information about the setting that was held may be supplied such as the actual judge who heard the case.
SettingHeldReversed	A setting was marked as being held, but that the update was undone.
SettingHeldModified	A setting was marked as being held, but is modified at a later time.
CourtSessionCourtroomAdded	A courtroom location has been added to a specific court session.
CourtSessionCourtroomChange	A courtroom location has been changed for a specific court session.
CourtSessionCourtroomDeleted	A courtroom location has been deleted from a specific court session.
CourtSessionJudicialOfficerAdded	A judicial officer has been added to a specific court session.
CourtSessionJudicialOfficerChange	A judicial officer has been changed for a specific court session.
CourtSessionJudicialOfficerDeleted	A judicial officer has been deleted from a specific court session.

#### 4.1.2.2.11. Interim Conditions

Element Name: InterimConditionsNotification

This message is produced when one or more conditions are imposed on a case party, prior to final disposition of the case. In MNCIS, interim conditions are entered in sets of one or more individual conditions, as ordered by the court. This notification type is published when an interim condition set is added, modified, deleted or expired.

Note: In MNCIS, an interim condition set can be deleted and also undeleted. When an interim condition set with no expiration date, or a future expiration date is deleted, the expiration date

is set to today's date. There is no notification produced when an interim condition set is undeleted, if no other action is taken, because of the expired date. If the set is undeleted and also updated in some way at the same time, this will result in an 'InterimConditionsModified' notification.

Triggering Events	Additional Information
InterimConditionsAdded	An interim condition set has been added. The published message will reflect the current state of the condition set.
InterimConditionsModified	An interim condition set has been modified. The published message will reflect the current state of the condition set. These are some examples of modifications to an interim condition set: <ul style="list-style-type: none"> <li>▪ One or more individual conditions is added to a condition set</li> <li>▪ One or more individual conditions is deleted from a condition set</li> <li>▪ The judge on a condition set is updated</li> <li>▪ The order date on a condition set is updated</li> <li>▪ The order expiration date is removed</li> <li>▪ The order expiration date is updated with a <b>future date</b> (Note: a subsequent notification will not be produced when that date arrives unless the MNCIS user updates the condition set again.)</li> <li>▪ Comments on the condition set or added, updated or removed</li> <li>▪ An individual condition is updated in some way (location, amount, comment)</li> </ul>
InterimConditionsDeleted	An interim condition set has been deleted. The published message will reflect the condition set that has been deleted.
InterimConditionsExpired	An interim condition set has been expired with an expiration date equal to the current date or earlier. The published message will reflect the current state of the condition set.

#### 4.1.2.2.12. Juvenile Interim Placement

Element Name: JuvenileInterimPlacementNotification

This message is produced when a placement is ordered on a juvenile case prior to final disposition. The processing includes juvenile interim placements added, modified or deleted.

Triggering Events	Additional Information
InterimPlacementAdded	A juvenile interim placement is added.
InterimPlacementModified	A juvenile interim place is modified due to a court action or court order.
InterimPlacementDeleted	A juvenile interim placement is deleted.

#### 4.1.2.2.13. No Contact Order

Element Name: NoContactOrderNotification

This message is produced when certain no contact order conditions are added, modified or deleted, either pre or post-disposition. Some examples are orders issued to a party to have no contact with a victim or witness, or a domestic abuse no contact order. The No Contact Order message provides a means for partner agencies to be notified that a no contact order has been issued. No Contact Order notifications include party (both the party ordered and the protected party), as well as order data (i.e. start date, ordering judge). This message is triggered for both adult and juvenile criminal case types.

Note: Party data will only be included in a no contact order notification when the party data is added to the case prior to the No Contact Order condition being added to the case.

Triggering Events	Additional Information
NoContactOrderAdded	A no contact order condition is added.
NoContactOrderDeleted	A no contact order condition is deleted due to a clerical error.
NoContactOrderModified	A no contact order condition is modified due to a court action or court order.

Triggering notification events and resulting party information:

Order Type	Protected Party/ PartyCaseAssociationText
No Contact with Co-Defendant	Null *Co-Defendants do not exist on one case. Co-Defendants will have separate cases assigned to each.
No Contact with Persons Associated with Illegal Drugs	Null
No Contact with Persons under age 18	Null
No Contact with Victim or Family	Victim (If no victim on case: Null) *Protected parties will always be added as victims (or witness) due to the confidentiality of the victim connection type
No Contact with Victim(s)	Victim (If no victim on case: Null)
No Contact with Witness(es)	Witness (If no witness on case: Null)
Domestic Abuse No Contact	Protected Party DANCO (DPP) <del>Victim</del> (If no DPP on case: Null)
New Conditions 8/2009	
Do Not Enter Additional Locations	Null
Do Not Enter or Call Victim's Place of Employment	Victim (If no victim on case: Null)

Do Not Enter Victim's Residence	Victim (If no victim on case: Null)
No Contact with Known Gang Members	Null
No Contact with Vulnerable Adults	Null
No Unsupervised Contact with Child in Certain Circumstances	Null

#### 4.1.2.2.14. Other Agency Cross Reference

Element Name: OtherAgencyCrossReferenceNotification

Note: This notification type became available with version 3 of Case Notifications under version 3 of the CourtXML base schema (CaseNotification\_3\_3.xsd).

This message is produced when an Other Agency Number is added, modified or deleted. MNCIS provides for the entry of case identifiers from external record management systems. These so-called 'cross reference numbers' are a mechanism for relating a court case to a corresponding case in another system. A prosecutor file number is an example of an external cross reference number that could be added to a criminal court case in MNCIS.

Triggering Events	Additional Information
OtherAgencyNumberAdded	An Other Agency Number has been added to the case.
OtherAgencyNumberModified	An existing Other Agency Number on the case has been modified.
OtherAgencyNumberDeleted	An Other Agency Number has been deleted from the case.

#### 4.1.2.2.15. Probation Order

Element Name: ProbationOrderNotification

This message is produced when certain case events that are part of a group of probation order events are added, modified, deleted, or undeleted. One example is when an order is issued for probation to conduct a presentence investigation. Probation Order notifications include party and charge data, as well as future hearing dates.

Triggering Events	Additional Information
ProbationOrderAdded	A probation order event is added.
ProbationOrderDeleted	A probation order event is deleted due to clerical error.
ProbationOrderModified	A probation order event is modified due to a court action or court order.
ProbationOrderUnDeleted	A probation order event that was previously deleted is restored.

#### 4.1.2.2.16. Public Defender Order

Element Name: PublicDefenderOrderNotification

This message is produced when certain case events that are part of a group of public defender order events are added, modified, deleted, or undeleted. One example is when an order is issued to appoint the services of a public defender. Public Defender Order notifications include party and charge data, as well as future hearing dates. The notification will also include bond, interim conditions, and warrant data if and as they exist at the time of the triggering event.

Triggering Events	Additional Information
PublicDefenderOrderAdded	A public defender order event is added.
PublicDefenderOrderDeleted	A public defender order event is deleted due to a clerical error.
PublicDefenderOrderModified	A public defender order event is modified due to a court action or court order.
PublicDefenderOrderUnDeleted	A public defender order event that was previously deleted is restored.

#### 4.1.2.2.17. Subject Party

Element Name: SubjectPartyNotification

This message is produced when certain types of updates are made that pertain to a party that is deemed to be a 'subject party' on the case. At the present time, subject party notifications are produced only for cases in the criminal or family case categories.

A Subject Party is an integration concept that is designed to limit the information returned in a message to just the primary parties on a case. The Subject Parties returned are dependent on the MNCIS case type. Refer to the document named 'What is a Subject Party' (available on the Integration Services website – <http://www.mncourts.gov/?page=1633>).

MNCIS is a party-based system that allows party information to be reused statewide. A Case Party is a term for a party chosen to be attached to a particular MNCIS case. Some party data only belongs to a party as it is connected to a case. For example, an address added to a case, only to be used for correspondence on that case, will be added only to the case party record. Another example: one party name must be chosen to be the case party's primary name on a particular case. That name may or may not be the party's current/primary name on their party record. The Subject Party messages will include all party and case party names and addresses.

Triggering Events	Additional Information
SubjectPartyAdded	A party is added to a case and that party was not originally associated with the case at time of case initiation.

SubjectPartyRemoved	A party that was associated with a case is removed from the case. A removal may occur when the person no longer has standing in the case or was entered in error.
SubjectPartyNameAdded	An additional name is added to the case party.
SubjectPartyNameModified	An existing name on the case is modified including when the name type changes and when the primary case party name is changed.
SubjectPartyCaseAddressAdded	A case address is added to a party on the case.
SubjectPartyCaseAddressModified	A case address associated with a party on the case is modified.
SubjectPartyCaseAddressDeleted	A case address associated with a party on the case is removed due to an error.
AttorneyAdded	An attorney is added to represent a party on the case and that attorney was not originally associated with the case at time of case initiation.
AttorneyRemoved	An attorney that was associated with a case is removed from the case. A removal may occur when the attorney withdraws or is replaced.
AttorneyDetailsModified	An attorney is made lead attorney on a case or is replaced as the lead.
AttorneyAddressAdded	An address is added on the attorney for a party on the case.
AttorneyAddressModified	An address is modified on the attorney for a party on the case.
AttorneyAddressRemoved	An address is removed on the attorney for a party on the case.

#### 4.1.2.2.18. Transport

Element Name: TransportNotification

This message is produced when certain case events that are part of a group of transport events are added, modified or deleted. The Transport message provides a means for partner agencies to be notified that a transport order has been issued. Transport notifications include party and charge data, as well as future hearing dates.

Triggering Events	Additional Information
TransportAdded	A transport event is added.
TransportDeleted	A transport event is deleted due to a clerical error.
TransportModified	A transport event is modified due to a court action or court order.
TransportUnDeleted	A transport event that was previously deleted is restored.

#### 4.1.2.2.19. Warrant

Element Name: WarrantNotification

This message is produced when processing is completed involving a warrant on a case. This processing includes issuing, modifying and inactivating warrants. This message is produced for all case types.

Triggering Events	Additional Information
WarrantIssued	A warrant is issued by the court and becomes active.
WarrantInactivated	A warrant status is changed from issued to inactive as a result of a change in warrant status. For example, if an active warrant is recalled, quashed, served, etc., a Warrant Inactivated notification is generated.
WarrantModified	A warrant is modified, but the status remains unchanged. For example, if the expiration date, bond amount, notes or other information is added or changed.

## 5. Usage

### 5.1. Authorization

A consumer (court partner agency) must be granted a specific right to use the Case Notification Service. Once this right has been granted, the information that is returned by the service is governed by the access rights the consumer has to MNCIS case records, and on the scope of the subscription. Refer to the document called 'Integration Access Rights to MNCIS Case Records' (available on the Integration Services website – <http://www.courts.state.mn.us/is>) for an overview of the process for requesting access to use court integration services.

### 5.2. Subscriptions

In addition to the access rights referenced in the section above, there are three additional configurable criteria that can be used to define the scope of a subscription: MNCIS Node(s), Lines of Business and Notification Types. These criteria, in various combinations, should allow a consumer to subscribe to the subset of notifications that most closely meets the business needs of the subscribing agency.

#### 5.2.1. MNCIS Node(s)

A subscription specifies the court or courts from which the consuming agency wishes to receive notifications. Cases within MNCIS are organized into a hierarchy of nodes that represent the organization of district courts across the state. The node structure in some counties reflects the existence of satellite courts or other additional court subdivisions. A subscription may be restricted to any node that is configured within MNCIS. These are some examples of nodes that are configured in MNCIS:

- Statewide
- 1<sup>st</sup> District
- Hennepin Criminal Brookdale

- Hennepin Family
- Ramsey Juvenile
- Stearns County
- St. Louis, Duluth
- Yellow Medicine County

### **5.2.2. Lines of Business**

At the highest level, MNCIS categorizes cases into the following four lines of business:

- Criminal
- Family
- Civil
- Probate (and Mental Health)

Subscriptions may be configured for all cases within a line of business, or to various subsets of case types within a line of business. These options are described below.

#### **5.2.2.1. Criminal Case Types**

Subscriptions to criminal case notifications can be filtered by the following categories of cases:

- Adult Criminal
- Adult Traffic
- Juvenile Delinquency Felony (Age 16 and Older)
- Juvenile Delinquency
- Juvenile Traffic
- Juvenile Petty Offense

#### **5.2.2.2. Family Case Types**

Subscriptions to family case notifications can be filtered by the following categories of cases:

- Civil Domestic Violence
- Divorce
- Guardianship (Family) – this category includes cases filed for the purpose of having the court award the care, control and maintenance of someone or something to one of the parties to the case, and cases where the transfer of permanent legal custody is granted and the juvenile court ends its supervision
- Parent/Child Relationship – this category includes the full range of CHIPS (child in need of protective services) case types, as well as termination of parental rights cases
- CHIPS – Truancy
- CHIPS – Runaway
- Support – this category includes actions brought for the collection of child support
- Adoption
- Paternity

- Other Family – this category includes family court matters that do not fit into any of the other family case types

#### **5.2.2.3. Civil Case Types**

At the present time, there are no ‘sub-line-of-business’ subscription filtering options for civil case notifications. A subscription to civil case notifications will result in notifications being generated for all civil cases within the MNCIS node(s) specified in the subscription.

#### **5.2.2.4. Probate Case Types**

At the present time, there are no ‘sub-line-of-business’ subscription filtering options for probate case notifications. A subscription to probate case notifications will result in notifications being generated for all probate cases within the MNCIS node(s) specified in the subscription.

### **5.2.3. Notification Types**

Subscriptions can also be configured by Notification Type. Case notification ‘types’ are aligned with significant events that occur in the life of a court case (e.g. case initiation, a hearing being scheduled, or a court decision being entered). The available notification types are covered earlier in this document.

Note: not all notification types are produced for all case types. See the ‘Messages’ section above for information on which case types apply to a given notification type.

Currently, Integration personnel at the court will maintain your subscriptions for you. Eventually there may be a messaging and/or Web interface that will allow authorized staff to maintain your own subscriptions.

## **5.3. Receiving Notification Messages**

Notification messages can be “Pushed” to either IBM MQSeries queues or Web Services. They can also be “Pulled”. See the document ‘Integration Services Technical Overview’ for additional information on how notification messages can be received.

## **6. Troubleshooting**

### **6.1. Message Retention**

Messages are retained for the Case Notification service for 6 months.

### **6.2. Problem Resolution Steps**

Please review the document ‘Integration Services Technical Overview’ for general steps that can be taken to resolve issues with the use of this service.

## Appendix A: Errors

#	Type	Code	Error Text	Description/Resolution