

This communication is intended for law enforcement and eCitation vendors who electronically file citations with the Court. Court Administrators, eCitation court staff, State Court Business System Coordinators and the Minnesota Court Payment Center (CPC) are also receiving a copy for informational purposes.

To: eCitation Law Enforcement agencies, eCitation Vendors, Court Administrators, eCitation Court Staff, State Court Business Systems Coordinators and Minnesota Court Payment Center (CPC) – Citation Entry

Purpose: To inform eCitation law enforcement agencies, eCitation vendors, and eCitation court staff of changes to the frequency that efiled citations will be submitted to the courts.

The BCA and Courts will be modifying the eFiling submission times to allow for hourly submission between 4 a.m. and 5 p.m. This will allow for faster citation and case notification between the courts and law enforcement.

For those agencies that are directly submitting citations to the court, this change has already been implemented.

Effective Date: May 6, 2015

What this Means for You:

Law Enforcement agencies will see an increase in the frequency that citation/case notifications messages are available. Law enforcement should ensure the citation data being submitted to the court is correct prior to submission. Relying on the ability to make corrections within the BCA eCharging application post-submission will be more difficult and is not recommended. Hourly submissions will begin starting at 4 a.m. until 5 p.m. This enhancement will further support the submission/processing of in-custody citations. Law enforcement should contact their local court administration prior to electronically submitting in-custody citations to discuss workflow.

For local courts that allow the electronic submission of in-custody citations, the hourly updating will enable timely processing of these citations. Local court staff will need to search the eCitation workflow queue and MNCIS when looking for in-custody citation(s). In-custody citation(s) may get initiated by the Minnesota Court Payment Center (CPC) staff.

Local court and the Minnesota Court Payment Center (CPC) - Citation Entry staff will see the MNCIS eCitation workflow queues updated on an hourly basis making submitted eCitations available for processing more often.

Thank you,

Kris R. Wilkens, Court Operations Analyst
Business Unit – Court Services Division
State Court Administrator’s Office
Minnesota Judicial Center
Suite # 105, 25 Rev. Dr. Martin Luther King, Jr. Blvd
St Paul, MN 55155
Phone: (651) 284-0574
kris.wilkens@courts.state.mn.us