

# Change Request Form for Court Integration Services (Exhibit A)

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| **1. Instructions to Subscriber (This form for use by government entities only.)** |
| This Change Request Form is for government use only and is required to subscribe to one or more Integration Services as described herein. It must be submitted with an existing or new Master Subscriber Agreement. Please follow the detailed instructions at the end of this form. |

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| **2. Subscriber Information (ALL FIELDS ARE REQUIRED)** | | | | | | | |
| **(a) Today’s Date:** | | | | **(b) Subscriber Name: (Exactly as stated on page 1 of attached agreement.)** | | **(c) Subscriber Business Unit/Dept. Requesting Services: (If different than Subscriber Name at left.)** | |
| **(d) Subscriber Contact Person** | | | | | **(e) Subscriber Manager Authorizing Request (If different than Subscriber Contact Person at left.)** | | |
| Name: | | | | | Name: | | |
| Position/Title: | | | | | Position/Title: | | |
| Mailing Address: | | | | | Mailing Address: | | |
| Phone: | | | | | Phone: | | |
| Email: | | | | | Email: | | |
| **(f) Describe Routing Path for Messages (all applications, brokers, and third parties)** | | | | | | | |
| Describe the routing path for messages between Subscriber and Court. List all system applications, brokers, and third parties that are authorized to receive or route messages on your behalf. Attach a diagram for clarity, if needed. **By describing or attaching the routing path here, Subscriber represents that it will take all appropriate action to ensure protection, confidentiality, and security of Court Records at each point along the entire routing path, as required by the Master Subscriber Agreement.** The Court hereby directs Subscriber, as part of Subscriber’s protection, confidentiality, and security obligations, to provide a copy of this final approved form to all listed below, to serve as a record of the message routing request and agreement entered into between the Subscriber and Court. | | | | | | | |
|  | 1. | Name of Application, Information Broker, or Other Component: | | | | |  |
|  |  | Description: | | | | |  |
|  |  | Contact Person/Administrator (include name, address, phone, and email): | | | | |  |
|  | | | | | | | |
|  | 2. | Name of Application, Information Broker, or Other Component: | | | | |  |
|  |  | Description: | | | | |  |
|  |  | Contact Person/Administrator (include name, address, phone, and email): | | | | |  |
|  | | | | | | | |
|  | 3. | Name of Application, Information Broker, or Other Component: | | | | |  |
|  |  | Description: | | | | |  |
|  |  | Contact Person/Administrator (include name, address, phone, and email): | | | | |  |
| **(g) Subscriber’s IP Address** | | | | | | | |
| If you plan to connect to the Court’s server using web services, please include the information below. If you use MQ Series, leave this section blank. | | | | | | | |
| Change | | | IP Address for the Development Server: | | | | |
| Change | | | IP Address for the QA Server: | | | | |
| Change | | | IP Address for the Production Server: | | | | |
| **(h) Court Integration Services Account ID** | | | | | | | |
| Please indicate the Court Integration Services Account ID for which you are requesting a change: | | | | | | | |
| **Subscriber Request for Technical Changes to Integration Services Access (OPTIONAL SELECTIONS)** | | | | | | | |
| **(i) Discontinue All Existing Court Integration Services Access** | | | | | | | |
|  | Discontinue all existing access to Court Integration Services for the Account ID indicated in Section 2(h), above. | | | | | | |
| **(j) Change Password** | | | | | | | |
|  | Request password change. | | | | | | |
|  | **Note:** You will be notified of your new password and the change will be coordinated with your Subscriber Contact Person. | | | | | | |

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| **3. Case Record Categories to Add or Remove from Existing Account – Required for Services Under Sections 4(a) and 4(b), but not 4(c)** | | | |
| **3(a) Public Case Records** | | | |
| Add | Remove | | **All Public Case Records (Statewide)** |
|  | | | Justification: Describe your business need for these records: |
| **3(b) Confidential Case Records (Legal authority is REQUIRED to add Confidential Case Records.)** | | | |
| **Note:** Before requesting any options, please read the instructions at back of form. | | | |
| Add | | Remove | **Juvenile Case Records** |
|  | | | For which counties?        County (if more than one, list each county)        Judicial District  Statewide |
| Justification: Describe your business need for these records: |
| Add | | Remove | **Parent-Child Relationship Case Records** |
|  | | | For which counties?        County (if more than one, list each county)        Judicial District  Statewide |
| Justification: Describe your business need for these records: |
| Add | | Remove | **Civil Domestic Violence (prior to service) Case Records** |
|  | | | For which counties?        County (if more than one, list each county)        Judicial District  Statewide |
| Justification: Describe your business need for these records: |
| **Note:** The options below are more difficult to obtain. See instructions at back of form. | | | |
| Add | | Remove | **Adoption Case Records** |
|  | | | For which counties?        County (if more than one, list each county)        Judicial District  Statewide |
| Justification: Describe your business need for these records: |
| Add | | Remove | **Paternity Case Records** |
|  | | | For which counties?        County (if more than one, list each county)        Judicial District  Statewide |
| Justification: Describe your business need for these records: |
| Add | | Remove | **SSN for Public Case Records** |
|  | | | For which counties?        County (if more than one, list each county)        Judicial District  Statewide |
| Justification: Describe your business need for these records: |
| **3(c) Custom Requests** | | | |
| Add | | Remove | **Describe your custom request for case records here or on an attached sheet:** |
|  | | | For which counties?        County (if more than one, list each county)        Judicial District  Statewide |
| Justification: Describe your business need for these records: |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **4. Integration Services – Catalog of Offerings** | | | | | | | | | | | | | | | | | | | |
| **4(a) Queries** – Send “case lookup” requests to Integration Services and receive back case or party information.  **Note:** The scope of the Queries are defined by the counties and case categories approved under Section 3 of this Change Request Form. | | | | | | | | | | | | | | | | | | | |
| Add | | | Remove | | **CaseGet** | | | | | | | | | | | | | | |
| Add | | | Remove | | **Case Search by Party** | | | | | | | | | | | | | | |
| **4(b) Notifications** – Receive notifications from Integration Services upon the occurrence of key business events.  **Note:** Case Notifications are limited to counties and case categories approved under Section 3 of this Change Request Form. | | | | | | | | | | | | | | | | | | | |
|  | | **Discontinue** all Case Notifications. (Leave all remaining items blank in this section.) | | | | | | | | | | | | | | | | | |
|  | | **Reset** all Case Notifications as indicated in this section. (Use this option to request a change or to add Case Notifications for the first time. **IT IS REQUIRED** that you complete all items in this section.) | | | | | | | | | | | | | | | | | |
|  | | | | **Case Notifications** | | | | | | | | | | | | | | | |
| **(i) Reason:** Briefly describe your reason for changing your entity’s Case Notifications: | | | | | | | | | | | | | | | |
| **(ii) Acknowledgement:** If your entity is already receiving Case Notifications and wants to make changes or additions, **IT IS REQUIRED** that you reselect the jurisdiction and all needed events, in the boxes below. If you do not reselect all your choices, you will not receive any of the Case Notifications that you had selected on your original Request Form. | | | | | | | | | | | | | | | |
|  | | | | I acknowledge that I must reselect the jurisdiction and all needed events to receive Case Notifications.  Please initial here: | | | | | | | | | | | |
| **(iii) Jurisdiction** (reselect your jurisdiction)**:** | | | | | | | | | | | | | | | |
| **Note:** Case Notifications must be limited to the jurisdictions and case types for which the business units being served have authority. | | | | | | | | | | | | | | | |
|  | | | | **At what jurisdictional level do you want to receive notifications?** | | | | | | | | | | | | | | | |
|  | | | | | County (if more than one, list each county)        Judicial District  Statewide | | | | | | | | | | |
|  | | | | **Public Case Records Events for Public Case Categories** | | | | | | | | | | **CONFIDENTIAL CASE RECORDS\*  Events for Confidential Case Types** | | | | | |
|  | | | |  | | | | | | | | | | **\***Limited to counties and case categories authorized in Section 3 of this  Change Request Form. | | | | | |
|  | | | | **Agency Notes** | | | | | | | | | | **Agency Notes** | | | | | |
|  | | | |  | | | | Adult Criminal  Adult Traffic | | | Juvenile Delinquency +16 | | |  | | Juvenile Delinquency  Juvenile Traffic | | Juvenile Petty | |
|  | | | | **Case Detail** | | | | | | | | | | **Case Detail** | | | | | |
|  | | | |  | | | Adult Criminal  Adult Traffic  Divorce  Support | | | | | Juvenile Delinquency +16  Civil Domestic Violence  Guardianship (Family)  Other Family | |  | Juvenile Delinquency   Juvenile Traffic   Juvenile Petty  Civil Domestic Violence (Pre-Service) | | Parent-Child Relationship  Adoption  Paternity  CHIPS – Runaway  CHIPS – Truancy | | |
|  | | | | **Case Initiation** | | | | | | | | | | **Case Initiation** | | | | | |
|  | | | |  | | | Adult Criminal  Adult Traffic  Divorce  Support | | | | | Juvenile Delinquency +16  Civil Domestic Violence  Guardianship (Family)  Other Family | |  | Juvenile Delinquency   Juvenile Traffic   Juvenile Petty  Civil Domestic Violence (Pre-Service) | | Parent-Child Relationship  Adoption  Paternity  CHIPS – Runaway  CHIPS – Truancy | | |
|  | | | | **Case Security** | | | | | | | | | | **Case Security** | | | | | |
|  | | | |  | | | Adult Criminal  Adult Traffic  Divorce  Support | | | | | Juvenile Delinquency +16  Civil Domestic Violence  Guardianship (Family)  Other Family | |  | Juvenile Delinquency   Juvenile Traffic   Juvenile Petty  Civil Domestic Violence (Pre-Service) | | Parent-Child Relationship  Adoption  Paternity  CHIPS – Runaway  CHIPS – Truancy | | |
|  | | | | **Charge** | | | | | | | | | | **Charge** | | | | | |
|  | | | |  | | | Adult Criminal   Adult Traffic | | | | | Juvenile Delinquency +16 | |  | Juvenile Delinquency   Juvenile Traffic | | Juvenile Petty  Parent-Child Relationships | | |
|  | | | | **Court Decisions** | | | | | | | | | | **Court Decisions** | | | | | |
|  | | | |  | | | Adult Criminal  Adult Traffic  Divorce  Support | | | | | Juvenile Delinquency +16  Civil Domestic Violence  Guardianship (Family)  Other Family | |  | Juvenile Delinquency   Juvenile Traffic   Juvenile Petty  Civil Domestic Violence (Pre-Service) | | Parent-Child Relationship  Adoption  Paternity  CHIPS – Runaway  CHIPS – Truancy | | |
|  | | | | **Custody Release Order** | | | | | | | | | | **Custody Release Order** | | | | | |
|  | | | |  | | | Adult Criminal  Adult Traffic | | | | | Juvenile Delinquency +16 | |  | Juvenile Delinquency   Juvenile Traffic | | Juvenile Petty | | |
|  | | | | **Disposition** | | | | | | | | | | **Disposition** | | | | | |
|  | | | |  | | | Adult Criminal   Adult Traffic | | | | | Juvenile Delinquency +16 | |  | Juvenile Delinquency   Juvenile Traffic | | Juvenile Petty  Parent-Child Relationships | | |
|  | | | | **Hearing** | | | | | | | | | | **Hearing** | | | | | |
|  | | | |  | | | Adult Criminal  Adult Traffic  Divorce  Support | | | | | Juvenile Delinquency +16  Civil Domestic Violence  Guardianship (Family)  Other Family | |  | Juvenile Delinquency   Juvenile Traffic  Juvenile Petty  Civil Domestic Violence (Pre-Service) | | Parent-Child Relationship  Adoption  Paternity  CHIPS – Runaway  CHIPS – Truancy | | |
|  | | | | **Interim Conditions** | | | | | | | | | | **Interim Conditions** | | | | | |
|  | | | |  | | | Adult Criminal  Adult Traffic  Divorce  Support | | | | | Juvenile Delinquency +16  Civil Domestic Violence  Guardianship (Family)  Other Family | |  | Juvenile Delinquency   Juvenile Traffic   Juvenile Petty  Civil Domestic Violence (Pre-Service) | | Parent-Child Relationship  Adoption  Paternity  CHIPS – Runaway  CHIPS – Truancy | | |
|  | | | | **Juvenile Interim Placement** | | | | | | | | | | **Juvenile Interim Placement** | | | | | |
|  | | | |  | |  | | | | | | | Juvenile Delinquency +16 |  | Juvenile Delinquency   Juvenile Traffic | | | | Juvenile Petty  Parent-Child Relationships  CHIPS – Runaway  CHIPS – Truancy |
|  | | | | **No Contact Order** | | | | | | | | | | **No Contact Order** | | | | | |
|  | | | |  | | Adult Criminal   Adult Traffic | | | | | | | Juvenile Delinquency +16 |  | Juvenile Delinquency   Juvenile Traffic | | | | Juvenile Petty |
|  | | | | **Other Agency Cross Reference** | | | | | | | | | | **Other Agency Cross Reference** | | | | | |
|  | | | |  | | Adult Criminal   Divorce  Support | | | | | | | Civil Domestic Violence  Guardianship (Family)  Other Family |  | Civil Domestic Violence (Pre-Service)  Parent/Child Relationship  Adoption | | | | Paternity  CHIPS – Runaway  CHIPS – Truancy |
|  | | | | **Probation Order** | | | | | | | | | | **Probation Order** | | | | | |
|  | | | |  | | Adult Criminal   Adult Traffic | | | | | | | Juvenile Delinquency +16 |  | Juvenile Delinquency   Juvenile Traffic | | | | Juvenile Petty |
|  | | | | **Subject Party** | | | | | | | | | | **Subject Party** | | | | | |
|  | | | |  | | Adult Criminal  Adult Traffic  Divorce  Support | | | | | | | Juvenile Delinquency +16  Civil Domestic Violence  Guardianship (Family)  Other Family |  | Juvenile Delinquency   Juvenile Traffic   Juvenile Petty  Civil Domestic Violence (Pre-Service) | | | | Parent-Child Relationship  Adoption  Paternity  CHIPS – Runaway  CHIPS – Truancy |
|  | | | | **Transport** | | | | | | | | | | **Transport** | | | | | |
|  | | | |  | | | Adult Criminal   Adult Traffic | | | | | Juvenile Delinquency +16 | |  | Juvenile Delinquency   Juvenile Traffic | | Juvenile Petty | | |
|  | | | | **Warrant** | | | | | | | | | | **Warrant** | | | | | |
|  | | | |  | | | Adult Criminal  Adult Traffic  Divorce  Support | | | | | Juvenile Delinquency +16  Civil Domestic Violence  Guardianship (Family)  Other Family | |  | Juvenile Delinquency   Juvenile Traffic  Juvenile Petty  Civil Domestic Violence (Pre-Service) | | Parent-Child Relationship  Adoption  Paternity  CHIPS – Runaway  CHIPS – Truancy | | |
| Add | Remove | | | **Case Notifications (Custom Request)** | | | | | | | | | | | | | | | |
|  |  | | | **At what jurisdictional level do you want to receive notifications?** | | | | | | | | | | | | | | | |
|  |  | | | County (if more than one, list each county)        Judicial District  Statewide | | | | | | | | | | | | | | | |
|  |  | | | **Describe your custom request for Case Notifications here or on an attached sheet:** | | | | | | | | | | | | | | | |
| Add | Remove | | | **Bond Notifications (free standing – not yet linked to cases)** | | | | | | | | | | | | | | | |
|  | | | | Because free-standing bonds may later be linked to confidential cases, this selection is offered only to applicants who have authorization for confidential cases under Section 3(b), and the jurisdiction below must match that authorization. | | | | | | | | | | | | | | | |
|  | | | | For which counties?        County (if more than one, list each county)        Judicial District  Statewide | | | | | | | | | | | | | | | |
| Add | Remove | | | **Bond Notifications (linked to cases)** | | | | | | | | | | | | | | | |
|  | | | | Select One or Both: | | | | | | Public Cases  Confidential Cases | | | | | | | | | |
|  | | | | For which counties?        County (if more than one, list each county)        Judicial District  Statewide | | | | | | | | | | | | | | | |

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| **4(c) Submissions** – Submit data to Integration Services, such as criminal complaints, citations, or other submissions listed below. | | | | |
| **Note:** For more details on submissions, please refer to the Integration Services Catalog of Offerings. | | | | |
| **MNCIS E-Filing (Case)** | | | | |
| Add | Remove | **Attorney Assignment (Defense)** | | For which county?        County |
| Add | Remove | **Attorney Assignment (Prosecution)** | | For which county?        County |
| Add | Remove | **Batch Citations** | | For which county?        County |
|  | Issuing Agency ORI: |
|  | Submitting Agency ORI: |
| Add | Remove | **Biometric Collection Status** | | For which county?        County |
| Add | Remove | **Case Detention Status** | | For which county?        County |
| Add | Remove | **Criminal Complaints** | | For which county?        County |
| Add | Remove | **External Case Identifier (Case Cross Reference Number)** | | For which county?        County |
| Add | Remove | **Initial Release Conditions** | | For which county?        County |
| Add | Remove | **Interpreter Status** | | For which county?        County |
| Add | Remove | **Juvenile Citations** | | For which county?        County |
| Add | Remove | **Other Agency Note** | | For which county?        County |
| Add | Remove | **Professional Party Assignment** | | For which county?        County |
| Add | Remove | **Schedule Hearing** | | For which county?        County |
| Add | Remove | **Single Citations** | | For which county?        County |
| Add | Remove | **Tab Charges** | | For which county?        County |
| Add | Remove | **Warrant Status Update** | | For which county?        County |
| **MNCIS E-Filing (Person)** – This selection has statewide impact. | | | | |
| Add | Remove | **Person Other ID** | | |

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| **5. Approval / Signatures** | | | | |
| Fill out the Subscriber signature block below. A handwritten signature is optional. Instead you may use a typed signature such as */s/ Firstname Lastname*. Attach your Master Subscriber Agreement, which may be a copy of an existing agreement or a new agreement signed and submitted for the first time with this Change Request Form. | | | | |
| **SUBSCRIBER** | | **THE COURT** | | |
| I hereby approve and submit this request on behalf of Subscriber. I acknowledge that I have read and will notify all individuals who use or receive data under this account of the provisions in the attached Master Subscriber Agreement, including, without limitation, the Policies &Notices Section 5 on the Use of Third Parties to Deliver Messages, and agree to take appropriate action as described in that section and elsewhere in the Master Subscriber Agreement. | | If approved, this request should be signed by District Administration (for applicable district record requests) or by State Court Administration (for statewide or multiple district record requests).  **IF SUBMISSIONS ARE REQUESTED IN SECTION 4(C), LOCAL COURT ADMINISTRATION MUST BE CONSULTED FOR EACH APPLICABLE COUNTY.** | | |
| **By:** |  | **By:** | |  |
|  | (handwritten signature or typed name preceded by “/s/”) |  | | (handwritten signature optional ) |
| **Date:** |  | **Date:** | |  |
| **Name:** |  | **Name:** | |  |
|  | (typed) |  | | (typed) |
| **Title:** |  | **Title:** | |  |
| **Office:** |  | **Office:** | |  |
|  | | **Select this checkbox if submissions are requested:** | | |
|  | The local court administrator agrees with all submissions requested in Section 4(c) of this form. | |
| **Court administration contact information:** | | |
| Name: | | |
| Phone Number: | | |
|  | | **Also approved by (optional):** | | |
| Name: | | |
| Title/Office: | | |
| Phone & Email: | | |

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| **6. How to Submit this Form** |
| * Send this Change Request Form by email with a scanned copy of your previously executed Master Subscriber Agreement to: MJCMNCISGovtAccessProcedural@courts.state.mn.us   **OR**   * Send this Change Request Form by U.S. mail with a copy of your new pending Master Subscriber Agreement to:   ITD Office Administration State Court Administration 25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155 |

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| **7. ITD Use Only** | |
| **Identify Applicable Master Subscriber Agreement Here:** | |
|  | |
| **Account ID** | **Purpose (Queries/Notifications/Submissions)** |
|  |  |
| **Routing Date and Initials** | **Routed To** |
|  | Court Services |
|  | EOD |
|  | Configuration |
|  | Other: |



# Instructions for Change Request Form for Court Integration Services (Exhibit A)

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| **Instructions to Subscriber** |
| **What are Integration Services?** |
| Court Integration Services is an enterprise-wide strategy of the Minnesota Judicial Branch to make court case data available for electronic consumption by applications of other government and justice entities. To facilitate data consumption, Integration Services electronically publishes court case event data as case events occur. Other justice entities may subscribe to consume select publications of case event and party data—through messaging technology. Because court case data is published using XML, messages are easily consumed by message-enabled applications designed or modified for computer-to-computer transactions—without human intervention. The Integration Services strategy is also bi-directional and includes capacity to receive electronic data from other justice entities to initiate court transactions, such as filing cases and scheduling hearings. For more information on Integration Services, please refer to the Integration Services home page. |
| **How to Complete the Change Request Form** |
| ***This form for use by government agencies only.***  This Change Request Form is for government use only and is required to subscribe to one or more Integration Services. It may be submitted on behalf of a government business unit, division, or entire agency. It must be submitted with an existing or new Master Subscriber Agreement, or it will be returned to you. For a blank master subscriber agreement, visit <http://www.mncourts.gov/?page=1365> and follow the instructions at the back of the agreement.  If your agency has already signed a Master Subscriber Agreement that covers your business unit, please do not submit a new one. Instead, find a copy of your agency’s existing agreement and send a copy of it with this Request Form. Be sure your agency’s agreement has been executed in a manner that covers the business unit/department staff who will receive data under the Change Request Form, as you will describe in Sections 2(b) and 2(c). If you are unsure, please consult your legal department. When submitted with a valid Master Subscriber Agreement, this Change Request Form becomes an Exhibit to that agreement and is bound by its terms.  Complete this entire form as indicated in the detailed instructions, below. Incorrectly completed request forms will be returned. You may complete the form by hand, but we recommend you complete it electronically. ***Tip:*** *This is a Microsoft Word document. To complete this form electronically: 1) save to your computer, 2) press Tab to fill out the form fields, and 3) save.* |
| **Detailed Instructions** |
| **Section 2. Subscriber Information**   * **2(a) Today’s Date.** Provide today’s date. * **2(b)** **Subscriber Name.**  Identify the official name of your government entity at its highest level. For example: “Hennepin County,” “City of Chisago,” or “MN Dept. of Public Safety”. DO NOT include your division, department, or business unit name in this field. Your business unit/dept. name goes in the next field, 2(c). Section 2(b) and 2(c) together should properly identify your entity name and business unit(s)/department(s). * **2(c) Subscriber Business Unit/Dept. Requesting Services.** Identify the name of your division, department, or business unit **within** your entity. Section 2(b) and 2(c) together should properly identify your entity name and business unit(s)/departments(s). For example, your business unit may be the “Corrections Department” of a county, the “Police Department” of a city, or the “Enforcement Division” of a state agency. Or, if you are requesting Court Integration Services on behalf of all departments and business units in your entity, then you can type “All departments/units”. * **2(d)** **Subscriber Contact Person.**  Provide contact information for a primary contact representative of your business unit who we can contact as we review your application and correspond with you to provide important login and other account information. * **2(e) Subscriber/Manager Authorizing Request.** Provide contact information for a manager in your business unit who is authorized to approve this request on behalf of your business unit. * **2(f) Describe Routing Path for Messages (all applications, brokers, and third parties).**  Use this section to fully describe the routing path that all messages will take between the Subscriber and the Court. Identify and fully describe each point along the way, including each application, broker, and third party that is part of the routing path. Include contact information for each system administrator or third party that has a role in the routing path.   *Instructions to subscriber continued on next page.* |

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| *Instructions to subscriber continued from previous page.*  If the routing path for sending messages to the Court is different than receiving messages from the Court, then clearly describe the routing path in both directions. Attach and make reference to a diagram if needed for clarity.  For example, if a county attorney wants messages routed from the Court to the local county-owned information broker and then to the county attorney case management application that is used by staff but maintained by a third party vendor, Section 2(f) should include two entries: 1) identification of the local county-owned information broker; and 2) identification of the county attorney case management application (with identification of the 3rd party vendor). Both items should be completed as described on the form (name, description, and contact person/administrator).  As another example, if a city police department wants to submit batch citations to the court through the BCA e-Charging application, then Section 2(f) should include two entries: 1) identification of the city police department records management application; and 2) identification of the BCA e-Charging application.  **This section is important** from both a technical and legal perspective. It not only describes the technical routing path for all messages, it also conveys Subscriber’s authorization to the Court to send and receive Subscriber’s messages as described, in most cases to someone other than Subscriber’s immediate staff. Section 2(f) of the form states: “**By describing or attaching the routing path here, Subscriber represents that it will take all appropriate action to ensure protection, confidentiality, and security of Court Records at each point along the entire routing path, as required by the Master Subscriber Agreement.**” Because this Change Request Form, upon Court approval, becomes an Exhibit to the Master Subscriber Agreement and its terms are incorporated in the Master Subscriber Agreement by reference, the statements in Section 2(f) become part of Subscriber’s legal obligation. Without limiting Subscriber’s contractual obligations as referenced above and in the Master Subscriber Agreement, in Section 2(f) the Court also directs each Subscriber to provide a copy of all approved Request Forms and Change Request Forms to all system administrators and third party agents as a control mechanism to help secure and protect the Subscriber’s authorized Court Records.  If you are not sure of the best routing path, please identify at least the end-user application that will ultimately receive or send messages and make a note in Section 2(f) for the Integration Services Team to call you. After the final routing path is determined, you may be asked to update Section 2(f) and re-submit the form. If the Integration Services Team makes modifications to the routing path based on your discussion, your participation in the process and use of the messages sent through the final routing path constitutes your agreement and your recognition of your legal obligations to ensure protection, confidentiality, and security of Court Records along such path.  Please read *Policies & Notices for Court Integration Services Government Subscriber Accounts* for more discussion of the use of third party agents for delivering messages, which is available at: <http://www.mncourts.gov/is/> (select “Request Access” from the right menu bar).   * **2(g) Subscriber’s IP Address.** If you plan to connect to the Court’s server using web services, please include the information requested. If you use MQ Series, leave this section blank. * **2(h) Court Integration Services Account ID.** Provide the Court Integration Services Account ID for which you are requesting a change. When you submitted your entity’s original Request Form, your entity received an Account ID for its specific access to Court Integration Services. * **2(i) Discontinue All Existing Court Integration Services Access.** Select this option if you want to discontinue all existing access to Court Integration Services for the Account ID indicated in Section 2(h), above. This is an optional selection for the subscriber who requests technical changes to the Court Integration Services access. * **2(j) Change Password.** Select this option if you want to request a password change. You will be notified of your new password and the change will be coordinated with your Subscriber Contact Person. This is an optional selection for the applicant who requests technical changes to the Court Integration Services access. |
| **Section 3. Case Record Categories to Add or Remove from Existing Account – Required for Services Under Sections 4(a) and 4(b), but not 4(c)**  Subscribers should designate the Case Record Categories that most closely meet their business needs for court records and for which they have legal authority to gain access. They should consider their business needs at the business unit/department level and not request broader access than needed. All requests are subject to approval of the State Court Administrator and/or the custodian of the records requested.  The following Case Record Categories are offered:   * **3(a) Public Case Records (Statewide).** This option includes records classified as accessible to the public under Public Access Rule 4, Accessibility to Case Records. This offering does not require a court order or other legal authorization.   **Detail on Public Case Record Categories:**  The case record categories listed below correspond with MNCIS “Base Case Types,” which tend to include multiple “case types” within the category.  *Instructions to subscriber continued on next page.* |

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| *Instructions to subscriber continued from previous page.*   * + **Adult Criminal Case Records.** This category includes the following case types: * Criminal/Traffic Mandatory   Mandatory: All felony and gross misdemeanor cases, and misdemeanor cases where there is a mandatory court appearance.   * Extradition * Out of State No Contact Order   **Note:** Old TCIS case types are too numerous to list here, but they may exist on cases initiated in TCIS.   * + **Adult Traffic Case Records.** This category includes the following case types: * Criminal/Traffic Mandatory   Mandatory: All felony and gross misdemeanor cases, and misdemeanor cases where there is a mandatory court appearance.   * Criminal/Traffic Non-Mandatory   Non-Mandatory: All petty misdemeanor cases, and misdemeanor cases where a court appearance is not mandatory.  **Note:** Old TCIS case types are too numerous to list here, but they may exist on cases initiated in TCIS.   * + **Juvenile Delinquency Case Records.** This category includes the following case types: * Delinquency Felony (Age 16 and Older)   **Note:** Older delinquency felony cases (age 16 and older) that were originated on the old TCIS system are not accessible through this category because they are not classified as public. They are only accessible through the confidential Juvenile Case Record option in Section 3(b), below, because they were converted to confidential cases in the new MNCIS Odyssey case management system.   * + **Divorce Case Records.** This category includes the following case types: * Annulment * Dissolution with Child * Dissolution without Child * Summary Dissolution   + **Support Case Records.** This category includes the following case types: * Support   Old TCIS Case Types (no longer used for new cases)   * Exped Process-LngArm * Expedited process * Interstate Suppt (in) * Interstate Suppt (out)   + **Civil Domestic Violence Case Records.** This category includes the following case types: * Domestic Abuse   + **Guardianship (Family) Case Records.** This category includes the following case types: * Custody * Transfer of Legal Custody   Old TCIS Case Types (no longer used for new cases)   * Child Custody   + **Other Family Case Records.**  This category includes the following case types : * Legal Separation * Separate Maintenance * Family Other * **3(b) Confidential Case Records.**  Confidential case records are offered on a more restricted basis than public case records.   **Detail on Confidential Case Record Categories:**  The case record categories identified in Section 3(b) contain the following case types:   * + **Juvenile Case Records.** This category includes the following case types: * Delinquency * Juvenile Petty Offense * Juvenile Traffic * **Parent-Child Relationship Case Records.** This category includes the following case types:   + CHIPS   + CHIPS – Delinquency Under 10   *Instructions to subscriber continued on next page.* |
| *Instructions to subscriber continued from previous page.*   * + CHIPS – Educational Neglect   + CHIPS – Runaway   + CHIPS – Truancy   + CHIPS – Voluntary Placement (Other)   + Termination of Parental Rights   + Voluntary Placement (ED DD) * **Civil Domestic Violence (prior to service) Case Records.** This category includes the following case types:   + - * + Domestic Abuse (prior to service).   **Note:** Civil Domestic Violence (domestic abuse) cases are accessible to the public and available under the Public Case Records category in Section 3(a), except for specific cases that have not yet been served and are therefore deemed confidential. To access these cases with confidential status, this case category must be requested and approved.   * **Adoption Case Records.**  This category includes the following case types:   + - * + Adoption only * **Paternity Case Records.**  This category includes the following case types:   + - * + Paternity only * **SSN for Public Case Records.** This option provides SSN for public case records only.   **Note:** If you already receive confidential case records from the categories identified in Section 3(b), SSN is automatically provided with those records (if stored on the individual case.)  **Guidance on Requesting Confidential Case Record Categories:**  Confidential case record categories are only available to Subscribers with proper legal authority. Please read the guidance below for information on how to obtain legal authority for confidential case record categories.  **For Juvenile, Parent-Child Relationship, Civil Domestic Violence (Prior to Service) Case Records**  Rule 8, subd. 4(b) of the Rules of Public Access to Records of the Judicial Branch provides authority for Minnesota county attorneys, Minnesota state public defenders, Minnesota state and local corrections agencies, and Minnesota state and local social services agencies to obtain access to the first three categories of confidential case records (Juvenile, Parent-Child Relationship, and Civil Domestic [pre-service]) on a statewide basis, subject to the execution of a nondisclosure agreement and a determination by the State Court Administrator that the disclosure of such records will not compromise the confidentiality of any of the records.  Alternatively, if Rule 8, subd. 4(b) does not apply to your request for confidential case records; the only way to obtain legal authority is by court order. After you submit this Change Request Form as described in Section 6 of these instructions, the Office of State Court Administration may assist in this process if the custodian of the records requested supports your request.  If your request is for single-county records or multiple-county records within one district, a district court order may be required. If your request is for statewide records, a Supreme Court order may be required. For the record custodian to consider your request, you must properly document and justify your business need for the request in Section 3(b).  Requests for confidential statewide records that are not authorized under Rule 8, subd. 4(b), require a Supreme Court order. These may take a significant amount of time to process. We suggest you submit such requests separately using this Change Request Form (after you receive your first account). This will prevent delay in processing your request for public records and other offerings for which you may be authorized without a Supreme Court order.  **For Adoption & Paternity Case Records**  Requests for adoption and paternity records are rarely granted at the county-wide and district-wide level. They are even more difficult to obtain at the statewide level. Do not include requests for these on your initial Request Form because such a request may delay account setup.  Instead, request case records in your first Request Form that you are confident will be approved (such as statewide public records in Section 3(a)). After your account has been set up, submit this Change Request Form to request this case record category be added to your existing account. Include a very detailed explanation of your need for this access. You may also be contacted and asked for a detailed letter of request from your commissioner or a person of highest authority in your agency. Expect delays in processing your Change Request Form if it includes a request for adoption or paternity case records.  **For Social Security Numbers (SSN) on Public Case Records**  Requests for SSN on public case types require a court order. If your request is for a single-county or multiple counties within one district, a district court order is required.  *Instructions to subscriber continued on next page.* |
| *Instructions to subscriber continued from previous page.*  If your request is for statewide SSN, a supreme court order is required, which may take a significant amount of time to process. We suggest you submit such requests separately using our Change Request Form (after you receive your first account). This will prevent delay in processing your request for public records and other offerings for which you may be authorized without a Supreme Court order. See Section 3(b) in these instructions for further discussion of SSN availability.   * **3(c) Custom Requests.**  If the case record category options above do not meet your needs, please describe your custom request for case records here or on an attached sheet. A custom request will be accommodated only to the extent that the reason for the request is well documented and the request is technically and legally feasible. Approval is at the discretion of the State Court Administration Office. If you have questions about custom requests, please contact Court Integration Services staff: <http://www.mncourts.gov/?page=1373>. |
| **Section 4. Integration Services – Catalog of Offerings**  After designating changes to the case record classifications in Section 3 of the form, Section 4 of this form provides you with options for how you are to receive case record information. These options are offered at the business unit level, not at the individual user level. Each business unit should submit a Change Request Form to request changes to one or more of these offerings, as applicable.  The Integration Catalog of Services is available at: <http://www.mncourts.gov/is/> . Detailed information about all offerings is available there. Three main offerings are currently available: 1) Queries; 2) Notifications; and 3) Submissions.   * **4(a)** **Queries.** Two Query options are offered at this time: CaseGet and Case Search by Party. The CaseGet service and the Case Search by Party service allow agencies to request and retrieve case information on an ad hoc basis. The CaseGet service allows agencies to request MNCIS Odyssey case information by specifying desired case and type of data. The Case Search by Party service allows agencies to search for cases using party identifying information. Case types and jurisdictions for both services are limited to the case types and jurisdictions for which authorization has been obtained under Section 3 of the Change Request Form. Detailed information is available for the CaseGet service: <http://www.mncourts.gov/?page=1632> and the Case Search by Party service: <http://www.mncourts.gov/?page=1634>.   If you select either the CaseGet offering or the Case Search by Party offering, you will have the ability to perform the function for all court cases within the case classifications and jurisdictions that were properly requested in Section 3 of this Change Request Form. By selecting Remove, you can turn off this feature through this form.  **4(b)** **Notifications.** Two Notification options are offered at this time: Case Notifications and Bond Notifications. The Case Notifications service delivers notification messages to the agency system automatically when specific events occur. The specific events, case types, and jurisdictions for which notification messages are needed must be specified, and are limited to the case types and jurisdictions for which authorization has been obtained under Section 3 of this Change Request Form. Before selecting the desired Case Notifications, select the jurisdictional level at which you want to receive notifications (e.g., county, judicial district, or statewide). Case Notifications are available according to two security classifications: Public Case Records and Confidential Case Records. You must have authorization to request Confidential Case Records. Please select the desired notifications, as needed. If you have a custom request for Case Notifications, complete the applicable section. Detailed information regarding the Case Notifications service and the available notifications is posted at: <http://www.mncourts.gov/?page=1633>.  The Bond Notifications service delivers notification messages to the agency system automatically when specific events occur. The specific jurisdictions for which notification messages are needed must be specified, and are limited to the counties and case categories for which authorization has been obtained under Section 3 of this Change Request Form. Detailed information regarding the Bond Notifications service is available at: <http://www.mncourts.gov/is/>.  If you select the Case Notifications or the Bond Notifications offering, you must also indicate your requested jurisdiction. The jurisdiction selections are repeated here to offer you the opportunity to **narrow** your jurisdiction selection within the jurisdiction you selected in Section 3 of this Request Form. For example, you may want the ability to use the CaseGet feature in Section 4(a) of this form for the entire jurisdiction selected in Section 3 of this form, but you may only want to receive automatic Case Notifications for a particular county. As another example, if you selected Public Case Records under Section 3 of this form, which automatically provides statewide record access, you may want to limit the Notifications you receive in Section 4(b) of this form. You also may specify the Events for Public and/or Confidential Case Categories for which you want to receive automatic Notifications. If you do not select any Events, you will not receive any Notifications.   * **4(c) Submissions.** Two Submission options are offered at this time: MNCIS E-Filing (Case) and MNCIS E-Filing (Person). The MNCIS E-Filing (Case) services allow agencies to submit data to initiate a case in MNCIS Odyssey or add data to a case in MNCIS Odyssey. The MNCIS E-Filing (Person) service allows agencies to submit person identifiers to a statewide party record in MNCIS.   Detailed information regarding the MNCIS E-Filing (Case) service and MNCIS E-Filing (Person) service is available at: <http://www.mncourts.gov/?page=1363>. You must verbally consult the local court administrator before requesting submissions.  If you select one of the MNCIS E-Filing (Case) options, you must also indicate your requested jurisdiction.  *Instructions to subscriber continued on next page.* |

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| *Instructions to subscriber continued from previous page.*   * + - MNCIS E-Filing (Case)  |  |  | | --- | --- | | * Attorney Assignment (Defense) * Attorney Assignment (Prosecution) * Batch Citations * Biometric Collection Status * Case Detention Status * Criminal Complaints * External Case Identifier (Case Cross Reference Number) | * Initial Release Conditions * Interpreter Status * Other Agency Note * Professional Party Assignment * Schedule Hearing * Single Citations * Tab Charges * Warrant Status Update |  * + MNCIS E-Filing (Person) – This selection has statewide impact.     - Person Other ID   For more details on submissions, please refer to the Integration Services *Catalog of Services*, which is made available at: <http://www.mncourts.gov/is/>.  If you review these instructions and continue to have questions on how to complete Section 4 of this form, please call Linda Emeott at 651-282-2063 or Tim Buchholz at 651-297-7599. |
| **Section 5. Signatures**  To facilitate the electronic submission of this Change Request Form, the handwritten signature requirement has been eliminated (i.e., made optional). Instead, a typed request from the applicant that clearly identifies the person approving the request is sufficient. This approach is recognized by Section 3 of the Master Subscriber Agreement, which provides that Request Forms approved by the Court are incorporated by reference into the Master Subscriber Agreement the same as if the information was set forth within the Master Subscriber Agreement; and that it is understood by the parties that Request Forms may be submitted on behalf of the Subscriber by any Subscriber business unit personnel (without signature) and that Subscriber authorizes such personnel to perform this function.  Fill out the Subscriber approval/signature information in the fields provided. A handwritten signature is optional. Instead, you may use a typed signature such as: /s/ *FirstName LastName.* The Subscriber Approval/Signature block should match the person named as the “Subscriber Manager Authorizing Request” in Section 2(e). By authorizing this form, the subscriber acknowledges that he/she has read, and that all users will comply with, the Master Subscriber Agreement. The subscriber also acknowledges, without limitation, that the subscriber will take all appropriate action to ensure protection, confidentiality, and security of State Confidential Information, as required in the Master Subscriber Agreement.  Attach your Master Subscriber Agreement, which may be a copy of an existing agreement or a new agreement signed and submitted for the first time with this Request Form.  See also Section 6, below, for information on how to submit the Request Form and Master Subscriber Agreement. |
| **How to Submit this Form & Attach Master Subscriber Agreement** |
| **Section 6. How to Submit this Form**   * Send this Change Request Form by email with a scanned copy of your previously executed Master Subscriber Agreement to: MJCMNCISGovtAccessProcedural@courts.state.mn.us   **OR**   * Send this Change Request Form by U.S. mail with a copy of your new pending Master Subscriber Agreement to:   ITD Office Administration State Court Administration 25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155  If your Change Request Form includes a request for confidential case record categories that require a court order to authorize the request, do not submit a court order with this packet. Upon receipt, the Office of State Court Administration will consult with the custodian of the records requested to determine if the custodian supports your request for confidential case records. If it does, it will prepare a court order and submit it to the appropriate court for consideration.  After your Change Request Form and Master Subscriber Agreement has been reviewed and processed, the Contact Person in Section 2(d) of this form will receive, by email, a copy of the approved, rejected, or modified Change Request Form. If you sent a new, original Master Subscriber Agreement to be executed, the Subscriber Contact Person in Section 2(d) will receive by U.S. mail an original copy of the newly executed agreement. These may arrive at different times. Please keep your final copies received from us in your files for future reference and use.  If you have questions about the status of your submitted Change Request Form, please contact ITD Office Administration at the email above.  *Instructions to subscriber continued on next page.* |
| **Need Help?** |
| If you have specific questions or need any assistance regarding the process for applying for Court Integration Services, please email your question and/or name and phone number to: [MJCMNCISGovtAccessProcedural@courts.state.mn.us](mailto:MJCMNCISGovtAccessProcedural@courts.state.mn.us). You will receive a call from someone who will walk you through the application process. If you have questions about custom requests, the technical aspects, or use of Court Integration Services, please call Linda Emeott at 651-282-2063 or Tim Buchholz at 651-297-7599. |