

# 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 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.](#Instructions) |

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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. | | | | | |  |
|  |  | IP Address for the Development Server: | | | |  |
|  |  | IP Address for the QA Server: | | | |  |
|  |  | IP Address for the Production Server: | | | |  |

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| **3. Case Record Categories – Required for Services Under Sections 4(a) and 4(b), but not 4(c)** | |
| **3(a) Public Case Records** | |
|  | **All Public Case Records (Statewide)** |
| Public case records are available to all government subscribers. |
| **3(b) Confidential Case Records** | |
| Access to confidential case records is defined by government Agency Type.  **Indicate subscribing Agency Type:** | |
|  | County Attorney |
|  | Public Defender |
|  | Corrections/Probation |
|  | Social Services |
|  | Law Enforcement |
|  | City Attorney |
|  | Other  Specify |
|  | More information regarding access to confidential case records can be found in the linked [Court Integrations Services Subscriber Access Overview](http://mncourts.gov/mncourtsgov/media/IntegrationServices/IntegrationSubscriberAccessOverview-(warrants-documents).pdf) document. |

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| **4. Integration Services – Catalog of Offerings**  Note: Subscribers will be limited to the case type data their agency can receive. | | | | | | | | | |
| **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 Request Form. | | | | | | | | | |
|  | **CaseGet** | | | | | | | | |
|  | **Case Search by Party** | | | | | | | | |
|  | **DocumentGet** | | | | | | | | |
| **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 Request Form. | | | | | | | | | |
|  | **Case Notifications (Select the jurisdictional level at which you want to receive notifications and one or more events, below.)** | | | | | | | | |
|  | **At what jurisdictional level do you want to receive notifications?** | | | | | | | | |
|  | County (if more than one, list each county)        Judicial District  Statewide | | | | | | | |
|  | **Case Records** Events for Case Types | | | | | | | | |
| For each notification (bold header), select the case types you want to receive.  \*View the [Subscriber Access Overview](http://mncourts.gov/mncourtsgov/media/IntegrationServices/IntegrationSubscriberAccessOverview-(warrants-documents).pdf) to determine if your agency can receive access to confidential case records and case types.  +Case types that include public and confidential cases. | | | | | | | | |
|  | **Agency Notes** | | | | | | | | |
|  |  | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16 | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* |  |  | |  |
|  | **Appeal** | | | | |  | | | |
|  |  | | Adult Criminal  Adult Traffic  Juvenile Delinquency +16 | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* |  |  | |  |
|  | **Case Detail** | | | | |  | | | |
|  |  | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16  Civil Domestic Violence\*+ | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | Divorce  Guardianship (Family)  Other Family  Support  All Case Types\*+ |
|  | **Case Initiation** | | | | |  | | | |
|  |  | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16  Civil Domestic Violence\*+ | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | Divorce  Guardianship (Family)  Other Family  Support  Mental Health (Probate) |
|  | **Case Security** | | | | |  | | | |
|  |  | | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16  Civil Domestic Violence\*+ | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | Divorce  Guardianship (Family)  Other Family  Support  All Case Types\*+ |
|  | **Charge** | | | | |  | | | |
|  |  | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16 | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | Parent-Child Relationship\*+ | |  | |

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|  | **Civil Commitment** | | | | | | | |  | | | |
|  |  | | | | | Adult Criminal   Adult Traffic  Mental Health (Probate) | | | | | | |
|  | **Court Decisions** | | | | | | | |  | | | |
|  |  | Adult Criminal   Adult Traffic  Juvenile Delinquency +16  Civil Domestic Violence\*+ | | | | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | Divorce  Guardianship (Family)  Other Family  Support  Mental Health (Probate) |
|  | **Custody Release Order** | | | | | | | |  | | | |
|  |  | Adult Criminal   Adult Traffic  Juvenile Delinquency +16 | | | | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | |  | | |  |
|  | **Disposition** | | | | | | | |  | | | |
|  |  | Adult Criminal   Adult Traffic  Juvenile Delinquency +16 | | | | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | | Parent-Child Relationship\*+ | | |  |
|  | **Hearing** | | | | | | | |  | | | |
|  |  | | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16  Civil Domestic Violence\*+ | | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | Divorce  Guardianship (Family)  Other Family  Support  All Case Types\*+ |
|  | **Interim Conditions** | | | | | | | |  | | | |
|  |  | | | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16  Civil Domestic Violence\*+ | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | Divorce  Guardianship (Family)  Other Family  Support  All Case Types\*+ |
|  | **Juvenile Interim Placement** | | | | | | | |  | | | |
|  | | Juvenile Delinquency +16  Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\* | | | | Juvenile Traffic\*  Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+ | | |  | |  |
|  | **No Contact Order** | | | | | | | |  | | | |
|  |  | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16 | | | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | |  | | |  |
|  | **Other Agency Cross Reference** | | | | | | | |  | | | |
|  |  | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16  Civil Domestic Violence\*+ | | | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | Divorce  Guardianship (Family)  Other Family  Support  All Case Types\*+ |
|  | **Probation Order** | | | | | | | |  | | | |
|  |  | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16 | | | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | |  | | |  |
|  | **Probation Report** | | | | | | | |  | | | |
|  |  | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16 | | | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | Divorce  Guardianship (Family)  Other Family  Support |
|  | **Public Defender Order** | | | | | | | |  | | | |
|  |  | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16 | | | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | |  | | |  |
|  | **Subject Party** | | | | | | | |  | | | |
|  |  | | | | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16  Civil Domestic Violence\*+ | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | Divorce  Guardianship (Family)  Other Family  Support |
|  | **Transport** | | | | | | | |  | | | |
|  |  | | | | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16 | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* |  | |  | |
|  | **Warrant** | | | | | | | |  | | | |
|  |  | | | | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16  Civil Domestic Violence\*+ | | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | Divorce  Guardianship (Family)  Other Family  Support  All Case Types\*+ |
|  | **PARTY RECORDS** | | | | | | | | | | | |
|  | Party Merge | | | | | | |  |  | | |  |
|  | **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:** | | | | | | | | | | | |
|  | **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 | | | | | | | | | | | |
|  | **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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|  | **Document Notifications** | | | | | | | | | |
|  | **At what jurisdictional level do you want to receive notifications?** | | | | | | | | | |
|  | County (if more than one, list each county)        Judicial District  Statewide | | | | | | | | | |
|  | **Documents** | | | | | | | | | |
| For each document notification (bold header), select the case types you want to receive.  \*View the [Subscriber Access Overview](http://mncourts.gov/mncourtsgov/media/IntegrationServices/IntegrationSubscriberAccessOverview-(warrants-documents).pdf) to determine if your agency can receive access to confidential documents and case types.  +Case types that include public and confidential cases. | | | | | | | | | |
|  | **Arrest Warrant** | | | | | | | | | |
|  |  | | Adult Criminal   Adult Traffic  Juvenile Delinquency +16  Civil Domestic Violence\*+ | Juvenile Delinquency\*  Juvenile Extradition\*  Juvenile Petty\*  Juvenile Traffic\* | | Parent-Child Relationship\*+  CHIPS – Truancy\*+  CHIPS – Runaway\*+  Paternity\*+ | | | | Divorce  Guardianship (Family)  Other Family  Support  All Case Types\*+ |
|  | **Tax Court Petition** | | | | |  | | | | |
|  | Tax Court | | |  | |  | | |  |  |
| **4(c) Submissions** –Submit data to Integration Services, such as hearings, warrant statuses, or other submissions listed below. | | | | | | | | | | |
| **Note:** In general, submissions that initiate cases are filed through the Bureau of Criminal Apprehension (BCA).For more details on submissions, please refer to the Integration Services Catalog of Offerings. | | | | | | | | | | |
| **MNCIS E-Filing (Case)** | | | | | | | | | | |
|  | **Attorney Assignment (Defense)** | | | | | | For which county?        County | | | |
| **Attorney Assignment (Prosecution)** | | | | | | For which county?        County | | | |
|  | **Biometric Collection Status** | | | | | | For which county?        County | | | |
|  | **Case Detention Status** | | | | | | For which counties?  For which county?        County | | | |
|  | **Citations** | | | | | |  | | | |
|  | Adult Batch  Issuing Agency ORI:       Submitting Agency ORI: | | | | | | For which county?        County | | | |
|  | Adult Single | | | | | |  | | | |
|  | Juvenile Single | | | | | |  | | | |
|  | **Criminal Complaints** | | | | | | For which county?        County | | | |
|  | **External Case Identifier (Case Cross Reference Number)** | | | | | | For which county?        County | | | |
|  | **Initial Release Conditions** | | | | | | For which county?        County | | | |
|  | **Interpreter Status** | | | | | | For which county?        County | | | |
|  | **Juvenile Petitions** | | | | | | For which county?        County | | | |
|  | **Other Agency Note** | | | | | | For which county?        County | | | |
|  | **Professional Party Assignment** | | | | | | For which county?        County | | | |
|  | **Schedule Hearing** | | | | | | For which county?        County | | | |
|  | **Tab Charges** | | | | | | For which county?        County | | | |
|  | **Warrant Status Update** | | | | | | For which county?        County | | | |
| **MNCIS E-Filing (Person)** – This selection has statewide impact. | | | | | | | | | | |
|  | **Person Other ID** | | | | | | | | | |
| **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 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. | | | | | |
| **By:** | |  | | | **By:** | | |  | | |
|  | | (handwritten signature or typed name preceded by “/s/”) | | |  | | | (handwritten signature optional ) | | |
| **Date:** | |  | | | **Date:** | | |  | | |
| **Name:** | |  | | | **Name:** | | |  | | |
|  | | (typed) | | |  | | | (typed) | | |
| **Title:** | |  | | | **Title:** | | |  | | |
| **Office:** | |  | | | **Office:** | | |  | | |

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| **6. How to Submit this Form** |
| * Send this Request Form and a scanned copy of your executed Master Subscriber Agreement by email to:   [MJCMNCISGovtAccessProcedural@courts.state.mn.us](mailto:MJCMNCISGovtAccessProcedural@courts.state.mn.us). |

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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 |
|  | Business Education and Support Unit |
|  | Configuration |
|  | Other: |

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

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| **Section 1. Instructions to Subscriber** |
| **How to Complete the Request Form** |
| ***This form is for use by government agencies only.***  This 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/mncourtsgov/media/MGA/Documents/Master-Subscriber-Agreement.pdf> 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 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 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. 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).  *Instructions to subscriber continued on next page.* |

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| *Instructions to subscriber continued from previous page.*  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 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. |
| **Section 3. Case Record Categories – Required for Services Under Sections 4(a) and 4(b), but not 4(c)**  Subscribers should designate their Agency Type.  Based on Agency Type, 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.   **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.   * + **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 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.  *Instructions to subscriber continued on next page.* |
| *Instructions to subscriber continued from previous page.*   * **Parent-Child Relationship Case Records.** This category includes the following case types:   + - CHIPS     - CHIPS – Delinquency Under 10     - CHIPS – Educational Neglect     - CHIPS – Voluntary Placement (Other)     - Termination of Parental Rights     - Voluntary Placement (ED DD)   + **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 * **All Case Types.** This category includes the following case types:   + All Criminal   + All Family   + All Civil   + All Probate/Mental Health   + **Mental Health (Probate)** This category includes the following case types:   + Commitment - Sexual Psychopathic Personality   + Commitment - Chemically Dependent   + Commitment - Multiple Types   + Commitment - Mentally Ill, Dev Disabled and Dangerous   + Commitment - Mentally Ill & Chemically Dependent   + Commitment - Mentally Ill and Dangerous   + Commitment - Mentally Ill   + Commitment - Mentally Ill, Dev Disabled & Chem Dependent   + Commitment - Mentally Ill and Developmentally Disabled   + Commitment - Developmentally Disabled   + Commitment - Psychopathic Person   + Substitute Decision Maker   + Commitment - Sexually Dangerous Person   + Public Health Order Enforcement   + Commitment - Sexual Dangerous & Psychopathic Personality   *Instructions to subscriber continued on next page.*  *Instructions to subscriber continued from previous page.*   * **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 listed below correspond with the case record categories listed in Section 3(b) on the Request Form. These case record categories also correspond with “base case types” in MNCIS, which tend to include multiple “case types” within the category. :   * + **Juvenile Case Records.** This category includes the following case types: * Delinquency * Juvenile Petty Offense * Juvenile Traffic * Juvenile Extradition * **Parent-Child Relationship Case Records.** This category includes the following case types:   + CHIPS   + CHIPS – Delinquency Under 10   + 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.  **Guidance on Requesting Confidential Case Record Categories:**  Confidential Case Record Categories are available only to some government agencies based on their Agency Type (County Attorney, Social Services, etc.) Please review the [Court Integrations Services Subscriber Access Overview](http://www.mncourts.gov/mncourtsgov/media/IntegrationServices/IntegrationSubscriberAccessOverview-(warrants-documents).pdf) document to determine what confidential Case Record Categories your office is eligible to receive.  *Instructions to subscriber continued on next page.* |
| *Instructions to subscriber continued from previous page.*  **Section 4. Integration Services – Catalog of Offerings**  Section 4 of this form provides your agency with options for receiving case record information. These options are offered at the business unit level, not at the individual user level. Each business unit should submit a Request Form to request one or more of these offerings.  Agencies should choose 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 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.** Three Query options are offered at this time: CaseGet, Case Search by Party, and DocumentGet. These services allow agencies to request and retrieve case information or documents on an ad hoc basis. CaseGet allows agencies to request MNCIS Odyssey case information by specifying desired case and type of data. Case Search by Party allows agencies to search for cases using party identifying information. DocumentGet allows agencies to search for and request MNCIS case documents. Case types and jurisdictions for the services are limited to the case types and jurisdictions for which authorization has been obtained under Section 3 of the Request Form. Detailed information regarding the CaseGet service is available at: <http://www.mncourts.gov/Integration-Services/CaseGetDetails.aspx>. Detailed information regarding the Case Search by Party service is available at: <http://www.mncourts.gov/Integration-Services/CaseSearchByPartyDetails.aspx>. Detailed information regarding the DocumentGet service is available at: <http://www.mncourts.gov/Integration-Services/DocumentGetDetails.aspx>.   * **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 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/Integration-Services/NotificationServices.aspx>.   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 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 Odyssey.   Detailed information regarding the MNCIS E-Filing (Case) service and MNCIS E-Filing (Person) service is available at: <http://mncourts.gov/mncourtsgov/media/IntegrationServices/IntegratedeFilingServicesFastFacts.pdf>. You must verbally consult the local Court Administrator before requesting submissions.  *Instructions to subscriber continued on next page.*  *Instructions to subscriber continued from previous page.*  If you select one of the MNCIS E-Filing (Case) options, you must also indicate your requested jurisdiction.   * + 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 email the Court Integration Team: [MJCIntegrationTeam@courts.state.mn.us](mailto:MJCIntegrationTeam@courts.state.mn.us).  **Section 5. Signatures**  To facilitate the electronic submission of this 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 Request Form with a scanned copy of your Master Subscriber Agreement by email to: [MJCMNCISGovtAccessProcedural@courts.state.mn.us](mailto:MJCMNCISGovtAccessProcedural@courts.state.mn.us).   After your 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 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 Request Form, please contact ITD Office Administration at the email above. |
| **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 email the Court Integration Team: [MJCIntegrationTeam@courts.state.mn.us](mailto:MJCIntegrationTeam@courts.state.mn.us). |