



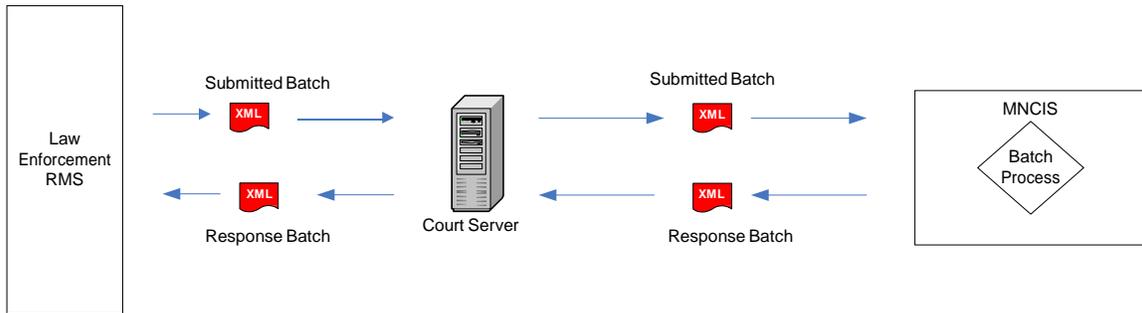
# Batch Citation Service Consumer Documentation

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# 1. Preface

This document describes the Minnesota Judicial Branch Integration Services Batch Citations service. The Batch Citations service allows Law Enforcement agencies using electronic citation systems to create batches of citations that can be electronically transmitted to the Court. Each successfully processed citation will result in the filing of a case in the Minnesota Court Information System (MNCIS).



**Figure 1 Batch Citations**

Questions: If you have questions, please use the contact information for Integration Services at: <http://www.courts.state.mn.us/?page=1373>.

## 2. Batch Citation Service Overview

The MNCIS Batch Citation process provides a mechanism for law enforcement agencies to submit citations electronically to the court. All submissions must be formatted in the published CourtXML format. MNCIS will pull all batches that have been submitted before the start of the Batch Citation process and process the citations. Each citation within a batch will be processed if the batch is properly formatted and has not been previously processed.

The processing of a batch of citations will result in a response file that details the status of each citation within the batch. The possible statuses are 'Accepted', 'Rejected', and 'Pending Court Review'.

A 'Pending Court Review' status indicates the citation has been placed in a holding queue for further review by court staff.

A 'rejected' citation means the citation could not be processed and no court case has been created. Rejections can be of two types:

- A 'system rejection' will occur if the citation failed a validation edit or encountered some sort of technical error. Error text will be included in the rejection to indicate the nature of the failure.

- A ‘user rejection’ occurs if a court user rejects the citation from the MNCIS workflow queue. When this occurs, the rejection should include comment text as to the reason the citation is being rejected.

The status message for an ‘Accepted’ citation will contain the court case number, date filed, citation number, court ORI, and batch number.

## **2.1. Process Steps**

1. Issuing officers or agencies upload electronic tickets to a Law Enforcement Records Management System (RMS).
2. The agency that controls the RMS is responsible to ensure that the citations are verified and formatted in an XML document that conforms to the published Court XML Citation schema.
3. The RMS transmits the batch to the Court.
4. The MNCIS batch process collects all submitted batches and processes them.
5. A response file is returned to the submitting agency.
6. If citations ‘Pending Court Review’ are subsequently processed by court staff, a new response will be sent in a subsequent batch response.
7. Agencies reconcile the results with their records and resubmit any rejected citations that have been corrected.

Note: The maximum file size of a batch is 4 megabytes, which is approximately 900 citations. If this maximum size becomes an issue, it will be increased.

## **3. Access to the Batch Citations Service**

An agency must be granted the specific right to use either the adult or juvenile batch citation services, or both, by the State Court Administrator’s Office (SCAO). The submitting agency must also have the agreement of the Court Administrator for any courts to which it will be submitting batch citations.

### **3.1. FTP Access**

Note regarding secure FTP: Any agency wishing to submit juvenile citations via batch, using FTP, will need to submit the files to a secure FTP server. Details for submitting citations to the state court secure FTP server will be discussed with technical staff from the submitting agency when the request for submitting juvenile citations via batch is received.

Note: The information regarding folder and file locations provided below pertains to adult batch citations.

### 3.1.1. Addresses/Folders

For submission of adult citations, the location of the base Batch Citation folders is:

For Test: <ftp://ftpserver.courts.state.mn.us/TestBatchCitation>

For Production: <ftp://ftpserver.courts.state.mn.us/BatchCitation>

Within the base folders, each submitting agency will be provided with a subfolder given the name of their submitting ORI (e.g., MN0400000). Within that subfolder will be two additional folders, one for submissions and one for responses. Test folders will only be created if necessary.

Example:

Submitting Agency MN0400000 (Le Sueur County Sheriff) would send its production batches to:

<ftp://ftpserver.courts.state.mn.us/BatchCitation/MN0400000/Submission>

That same agency would receive its production responses in:

<ftp://ftpserver.courts.state.mn.us/BatchCitation/MN0400000/Response>

### 3.1.2. Account

After the required agreements are in place, an account and password will be provided to the submitting agency. Agencies will have read, write and delete access to their submission and response folders only.

### 3.1.3. Submissions

The submitting agency will transmit batches to the submission folder. All batch files in the folder when the MNCIS batch citation process runs will be processed.

Files should be named using the following convention:

*Sub\_batch number.xml*

Batch number is equal to the batch number contained in the XML.

### 3.1.4. Responses

After the MNCIS batch process runs, it will place a response file in the response folder. This file will contain a response for each citation processed. It is the submitting agency's responsibility to retrieve response files. Once files are retrieved, the submitting agency should delete them from the response folder.

Response files will be named using the following convention:

*Rsp\_[schema version]\_yyyy-mm-dd.xml*

Ex: Rsp\_3\_1\_2007-02-15.xml.

The date will be the date that the specific response file was created. If there are subsequent response files for the same date in the response folder, a sequence number will be appended, e.g., Rsp\_3\_1\_2007-02-15\_2.xml.

If some citations in a batch have gone to a queue for court staff review, once they have been acted upon by court staff, if the original response file created for the date the batch was submitted has been deleted, the response will be added to the next response file generated for that agency.

### **3.2. Timing**

The State Court Administrator's Office controls the timing of the Batch Citation job. The process will be set to run at a regular, pre-determined time or times each day. This allows Law Enforcement to know when to expect submitted batches to be processed. It is anticipated that the process will run each night, although the specific timing has not yet been determined.

### **3.3. Other Services**

Submitting agencies can subscribe to the court case notification service. This process is distinct from the batch citation process, and allows agencies to receive case initiation, disposition and sentence notifications, etc. See the document [Integration Services Technical Overview](http://www.courts.state.mn.us/?page=1633) at <http://www.courts.state.mn.us/?page=1633> for additional information on Integration Services.

## **4. Batch Citation Message Format**

The Court has published the XML message schemas on the Integration Services website <http://www.courts.state.mn.us/?page=1368>.

The schema for adult citations is: CitationDocument\_3\_3.xsd.

The schema for juvenile citations is JuvenileCitationDocument\_3\_1.xsd.

The schema details the format for the batch citation XML documents. Documents which are not properly formatted will be rejected. The Citation Schema is annotated and describes the requirements of each element and attribute within the schema.

### **5.1 Adult Citations - Key Batch Elements**

- **CitationDocumentBatch**: This element is the container for the batch.
  - **batchNumber** (generated by submitting agency).
  - **submittedDateTime**
  - **SubmittingAgencyORI**
  - **SubmittingAgencyNameText**

- **CitationDocument:** This repeating element contains all the details for each individual citation within a batch, including citation number, citing agency, court where the citation is being filed, the citee and charges.
  - **EFileID** is a unique number that identifies an E-filing instance. Each citation has an EFileID, and each EFileID can only be used once. If a citation is rejected and must be corrected and re-filed, the re-filing must have a new EFileID. The EFileID is generated by the submitting agency.

## 5.2 Adult Citations - Key Batch Response Elements

- **CitationDocumentResponseBatch:** This element contains information that describes if the batch was successfully processed. If a response file contains citation information from more than one batch, there will be a CitationDocumentBatchResponse for each batch.
  - **batchNumber** allows the response to be associated to the batch the response relates to.
  - **submittedDateTime**
  - **SubmittingAgencyORI**
  - **SubmittingAgencyNameText**
- **CitationDocumentResponse:** The repeating element contains the specific details of what happened to each citation within the batch, including court case number if a citation was successfully processed.
  - **EFileID** is the unique number that identifies an E-filing instance. The EFileID allows the CitationDocumentResponse to be associated with the citation to which the response pertains.

## 5.3 Juvenile Citations - Key Batch Elements

- **JuvenileCitationDocumentBatch:** This element is the container for the batch.
  - **batchNumber** (generated by submitting agency).
  - **submittedDateTime**
  - **SubmittingAgencyORI**
  - **SubmittingAgencyNameText**
- **JuvenileCitationDocument:** This repeating element contains all the details for each individual citation within a batch, including citation number, citing agency, court where the citation is being filed, the citee and charges.
  - **EFileID** is a unique number that identifies an E-filing instance. Each citation has an EFileID, and each EFileID can only be used once. If a citation is rejected and must be corrected and re-filed, the re-filing must have a new EFileID. The EFileID is generated by the submitting agency. E-file IDs for juvenile citations must have 'Juv' as the first three characters.

## 5.4 Juvenile Citations - Key Batch Response Elements

- **JuvenileCitationDocumentResponseBatch:** This element contains information that describes if the batch was successfully processed. If a response file contains citation

information from more than one batch, there will be a CitationDocumentBatchResponse for each batch.

- **batchNumber** allows the response to be associated to the batch the response relates to.
- **submittedDateTime**
- **SubmittingAgencyORI**
- **SubmittingAgencyNameText**
- **JuvenileCitationDocumentResponse:** The repeating element contains the specific details of what happened to each citation within the batch, including court case number if a citation was successfully processed.
  - **EFileID** is the unique number that identifies an E-filing instance. The EFileID allows the JuvenileCitationDocumentResponse to be associated with the citation to which the response pertains.

### 5.5 Officer Notes:

- **Background:** Prior to 2/4/2010, If a citation submission included officer notes, the first 200 characters of the notes appeared on the MNCIS citation screen in the Incident Comment field. Anything beyond 200 characters was truncated and did not appear in the MNCIS case record.
- **Update:** With release 20 of Integration Services, the full OfficerCommentText included with a citation will be added to the case in MNCIS with the use of a broker-added case event. The event is viewable in MNCIS, but a user cannot manually add this event to a case. The effect of this change is that the full text of the officer notes will now be viewable in the MNCIS case. The event used is viewable by court users, but will not be viewable in public access or by non-court users.

<u>Case Event Code</u>	<u>Case Event Description</u>
IBOFFNOTE	Officer Notes

The Comments field on the Citation dialogue in MNCIS will have text that says 'See the officer notes case event.'

The Comments field on the Officer Notes case event will contain the entire text of the officer notes.

## 5. Revision History

<b>Revision Date</b>	<b>Person</b>	<b>Description</b>
12/27/2006	R. Rowan	Created.
6/15/2009	R. Rowan	Updated FTP folder locations.
2/2/2010	R. Rowan	Add Officer Notes Documentation. The entire text of the officer notes will now be included in a case event comment.
7/18/2011	R. Gosewisch	Updated for juvenile citation e-filing.
2/11/2017	R. Rowan	Document format changed. No content changed.