

### What Are Integrated eFiling Services?

Integrated eFiling Services allow authorized agencies to send electronic messages from their computer systems to Minnesota Judicial Branch (MJB) systems to initiate or update court cases in the Minnesota Court Information System (MNCIS).

#### Points of Clarification

- Integrated eFiling works with the [BCA eCharging](#) application when a law enforcement agency or county attorney's office wants to initiate a case by citation or complaint. The BCA acts as an intermediary. The charging agency sends the charging information to the BCA. The BCA eCharging system then uses Integrated eFiling to file the case with the Court. An agency wishing to initiate criminal and traffic cases should contact the BCA.
- This document addresses Integrated eFiling. The MJB has another, separate application called eFile and Serve (EFS). EFS is used to submit documents to MNCIS and also to serve documents on other parties on a case. EFS can also be used to create some non-criminal case types. For more information about EFS, see the [EFS webpages](#).

#### What Is an Integrated eFile?

An Integrated eFile is an electronic message sent to MNCIS to initiate a case or update an existing case. After MNCIS processes the eFile, it replies with an electronic message indicating the status of the eFile request and relevant information such as an eFile receipt number or court case number.

### How Are Integrated eFiling Services Used?

Integrated eFiling can be used to update cases in MNCIS. As noted above, by working with the BCA eCharging system, it can also be used to initiate cases.

#### Updating Cases

MJB provides Integrated eFile services for updating cases. These electronic updates are sent directly to MNCIS. Here are descriptions of available eFiling services.

- The **Case Cross Reference** eFiling Service adds a cross reference number to a court case. If a local system has its own case number, it can be added to the court case as a cross reference number. That number can then be used to search for the case in MNCIS.
- The **Agency Note to File** eFiling Service adds a note to a court case. These notes can be read by authorized agencies and individuals to convey information about the case.



- The **Attorney Assignment** eFiling Service allows an agency to manage attorney assignments on a court case. If a local system assigns attorneys to court cases and the agency needs to have the MNCIS court case updated with this information, then this service can eliminate the manual effort to update MNCIS with this information.
- The **Biometric Collection Status** eFiling Service updates the Fingerprints Needed or Fingerprints Taken indicators on a court case. If a local system captures this information through a booking process this service can be used to update the status in MNCIS, eliminating the need for manual updating.
- The **Case Detention Status** eFiling Service updates the detention status on a court case. A jail management system could update this on a court case if a defendant had posted bond and been released.
- The **Hearing Scheduling** eFiling Service allows an agency to schedule, reset and cancel hearings. For example a jail can use this service to manage hearings for persons held in a facility.
- The **Interpreter Status** eFiling Service allows a system to specify the interpreter needs for a court case. For instance, an attorney case management system could update this when it becomes aware of the need for interpreter services.
- The **Professional Party Assignment** eFiling Service allows a system to manage various professional parties on a court case, including probation officers, advocates or guardians ad litem. A corrections, supervision, or attorney system could update the assignment of a probation officer or other participant when these assignments change.
- The **Warrant Status** eFiling Service allows a Sheriff's warrant system to update the status of a warrant. For example, a law enforcement records management system could update this when a warrant is cleared upon arrest of a defendant.
- The **Other Agency ID** eFiling Service adds an additional identifier on a MNCIS party. For instance a jail management system could add a jail person identifier when a defendant is booked.

### How Do Integrated eFiling Services Work?

To use Integrated eFiling Services an agency must register with Integration Services at the MJB. See the [Request Access](#) web page for details. Once registered, an agency's computer system will be able to start sending the eFiles they requested. The steps include:

1. The local agency system creates an eFile request using the format published by MJB. This will require some development work in the local system.
2. The local agency system transmits the message to MNCIS.

3. MNCIS processes the eFile request and sends back a response that indicates whether or not the request was successful. The local system needs to be programmed to handle responses.

More details can be found on the [Integration Services](#) website.

### What Are the Benefits of eFiling?

Benefits of Integrated eFiling include:

- **Timeliness.** Information in local agency systems and MNCIS remain in synch.
- **Efficiency.** eFiling enables local agency staff and court staff to reduce the time and effort needed to manage information.
- **Data quality.** eFiling reduces the chance of data entry errors that can occur when data is manually handled.
- **Cost savings.** Eliminates the need to print and deliver paper documents.

### How to Get Started

Below is a summary of how to implement any of the Integration Services. More details are found in the [Getting Started with Integration Services](#) document found on the [Integration Services](#) web pages.

Integrated eFiling requires the involvement of the Court Administrator.

1. **Discussions with Business Partners:** The best way to start integration projects is to meet with all the affected parties including the Court Administrator, County Attorney, Corrections, Law Enforcement, Jail and other associated agencies, and the vendor or local IT staff. These discussions can help to determine the integration program's goals and objectives, the capabilities of the local agency's software, and the priority of each of the integration projects.
2. **Evaluate feasibility and costs:** For software provided by a vendor, the vendor should be able to determine the feasibility and costs of making their software utilize Integration Services. If the system was developed in-house, then the local software developers can determine feasibility and costs.
3. **Request Access to Court Integration Services:** When one or more eFiling ideas have been chosen, the agencies affected need to request access to the Integration Services.
4. **Develop and Test:** Integration Services provides many documents and resources to assist with development and testing. This includes technical documents, sample messages, sample programs, and access to a test environment.
5. **Put into Production:** When ready, your local application can be redirected from the testing environment to work in production. Do a final check with the Integration Services staff to be sure your production subscription is active.