MINNESOTA JUDICIAL BRANCH
INTEGRATION SERVICES

Introduction

Integration Services provides opportunities to improve efficiency and data quality by using integration technology to electronically exchange information. The three categories of integration services are:

- **eFiling.** These services can be used by Court business partners to electronically create and update court cases.

- **Notifications** These are electronic notices sent from MNCIS that contain information about court cases and bonds. That information can be used to automatically update the computer systems of Court business partners.

- **Queries**. Queries can be used to electronically request information about court cases. The responses are returned electronically.

Each of these services can improve the quality and timeliness of information and save labor costs by reducing the amount of staff time required to manage and update information. This document is a collection of some of the integration ideas that an agency can choose to use.

Systems Involved in Integration

Minnesota Judicial Branch Systems

Court Integration Services provides integrations with the Minnesota Court Information System (MNCIS). The integration ideas described here are general purpose integrations that allow for the exchange of information between state and local agency computer systems and MNCIS

Local Agency Systems

These integrations are designed to work primarily with systems maintained by County Attorneys, Law Enforcement, Jails, Corrections and other local agencies that work with the Court. In addition to these general purpose integrations, the Minnesota Judicial Branch has also implemented customized integrations with state agencies such as the Bureau of Criminal Apprehension (BCA). Those integrations are discussed in other documents.

Integrated eFiling Services Ideas

This section describes the Integrated eFiling Services available for use, what they do, and how local agencies might want to use them. All Integrated eFiling Services require local court administration involvement to plan and implement eFiling in district courts.

- The **Attorney Assignment** eFiling Service allows a system to manage attorney assignment on a court case. Some local case management systems assign attorneys to court cases and can use

eFiling to add that information to the case in MNCIS. This eliminates duplicate efforts to manually update MNCIS and can ensure that attorneys have current hearing information.

- The **Agency Note to File** eFiling Service allows a system to add a note to a court case. Some local attorney case management systems and law enforcement record management systems use these notes to communicate with others involved with the case.

- The **Biometric Collection Status** eFiling Service allows a system to update the Fingerprints Needed or Fingerprints Taken indicators on a court case. Some local record management systems record a booking process and update MNCIS court cases with the fingerprints taken status.

- The **Case Cross Reference** eFiling Service allows a system to add a cross reference number to a court case. Some local record management systems and attorney case management systems have their own case numbers. When added to the case in MNCIS, the local agency can search for the case using their own case number rather than the court file number.

- The **Case Detention Status** eFiling Service allows a system to update the detention status on a court case. Some jail management systems update this on a court case when a defendant has posted bond and been released.

- The **Hearing Scheduling** eFiling Service allows a system to schedule, reset and cancel hearings. Some jail management systems use this to schedule, reset or cancel hearings in MNCIS for persons being held in a facility.

- The **Interpreter Status** eFiling Service allows a system to specify the interpreter needs for a party on a court case. Some attorney case management systems update this upon discovery in a client consultation.

- The **Other Agency ID** eFiling Service allows a system to add an additional identifier on a MNCIS party. Some jail management systems have their own identifiers for defendants. When added to the party record in MNCIS, the local agency can search for cases related to the party using their own identifier.

- 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. Some Corrections systems use this service to update MNCIS add and update probation officer assignments.

- The **Warrant Status** eFiling Service allows a system to update the status of a warrant. Some law enforcement records management systems update this when a warrant status changes, such as when it is cleared upon arrest of a defendant.

Notification Services Ideas

Notifications provide information about the addition, modification or deletion of information on a court case. These come in the form of electronic messages transmitted from MNCIS to another agency's computer system. The notifications are sent immediately when the information is added or updated in MNCIS. The following list gives an idea of some of the types of information that can be included in notifications.

Agency Notes	Interim Conditions
Appeals	Juvenile Interim Placements
Case Details	No Contact Orders
Case Initiation - Criminal and Family	Other Agency Cross Reference numbers
Case Security	Probation Orders
Charges	Public Defenders
Court Decisions	Subject Party Information
Custody Release Orders	Transport Orders
Charge Dispositions	Warrants
Hearings	

An example of how notifications can be used: **The Court Decision Notification** communicates the recording of a court decision on a case. The Minnesota Department of Corrections (DOC) uses Court Decision Notifications to prepare for offender intake in its prison and supervision programs. As soon as the court decision is updated in MNCIS, the DOC is notified and given the court case information it needs to determine the nature and length of the sentence. When the offender arrives, the DOC is ready for i n t a k e .

Query Services Ideas

Query services provide the same types of information listed above for notifications. The difference is that notifications are sent immediately when the information is added to MNCIS. Queries allow the information to be retrieved from MNCIS upon request. There are two different available queries:

- The **Case Search by Party** query retrieves information about all of the cases associated with a party.
- The **Case Get** query retrieves details for specific cases.

Ramsey County Community Corrections uses queries when an offender has a probation violation hearing. After the hearing they use the Case Get query to retrieve the most recent court decision in order to find out the details of the sentence. A probation officer will also use the Case Search by Party query to retrieve information about individuals that has occurred in other jurisdictions.

The Minnesota Department of Corrections maintains criminal case information on all the offenders under its care. When an offender goes through the intake process, the DOC updates its records on the offender by doing a Case Search by Party to find all his criminal cases. It then does a Case Get on each of those cases to get the details about those cases. This information is used by the DOC computer system to update DOC case records for that person.

Implementing Your Integration Ideas

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.

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 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. 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 integration ideas have been chosen, the agencies affected need to request access to the relevant 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.