



Professional Party Assignment Electronic Submission Service

Consumer Documentation

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1. Preface

This document describes the MNCIS Professional Party Assignment electronic submission service.

On the [Court Integration Services](http://www.mncourts.gov/is) website at <http://www.mncourts.gov/is>:

See the [Integration Services Technical Overview](#) document for additional information on how to use Integration Services.

See the [eFiling Technical Overview](#) document for information that applies to electronic filing services in general.

2. Overview

This service allows authorized external agencies to electronically submit selected professional party assignment and removal updates for a specific court case, to the court, using a defined CourtXML message format. For example, agencies that assign victim witness advocates or probation officers to criminal cases might use this service.

In the MNCIS application, the result of a successful update by this service is reflected on the 'Parties' tab for a case.

A CourtXML response message is returned to the submitter of the Professional Party Assignment message. This is referred to as an 'eFiling response message' (or simply, 'response' message) and it lets the submitter know the status of the submission message.

An eFiled professional party assignment transaction will also produce a notification message, to which integration consumers may subscribe.

The Professional Party Assignment service is just one of the Court Integration services that are available. Refer to the [Court Integration Services](#) website at <http://www.mncourts.gov/is> for a complete list of available services.

Note: In MNCIS, in order to assign a party to a case in a professional role, the party record must have a 'Special Conditions' flag of 'Professional Role'. In addition, the professional party is identified in the submission message by the MNCIS Person ID. Agencies wishing to use this service would need to work with appropriate court administration staff to acquire the Person IDs for the professional parties that would be used in eFiling, and to confirm that these individuals have the 'Special Condition' flag of 'Professional Role' set in MNCIS.

3. Messages

Messages that make up the Professional Party Assignment submission service use the SOAP message structure. See the [Integration Services Technical Overview](#) document for more information on the general format for Integration Services messages.

Refer to the [Court Integration Services](#) website for the most current version of the schema for this service. That CourtXML schema has the most up to date structure for this submission message.

Sample submission and response messages are available on the Court Integration Services website.

3.1. *Submission Message*

The input message to this service is referred to as a *submission* message.

3.1.1. Message Definition

SOAP Action: `http://www.courts.state.mn.us/IS/02/SubmitUpdateProfessionalPartyAssignment`
Schema: `ProfessionalPartyAssignment`
Root Element: `UpdateProfessionalPartyAssignment`

3.1.2. Message Details

Refer to the schema for this service to learn about the data that is included in the submission message, as well as any MNCIS code value enumerations that this service uses.

Some data in the submission message applies to both professional party assignment messages and professional party removal messages, and some data is specific to either an assignment or a removal. This can be determined from the schema. Refer also to the schema to learn which professional roles may be used in this service.

Also note that the schema enumerates which professional party roles may be used in this service.

Message Correlation:

Message correlation functionality may be used with Professional Party Assignment submission messages. This functionality allows the Professional Party Assignment message to be submitted with a correlation identifier (in lieu of a case number) that represents a prior eFiled case initiation message. Professional Party messages may only be correlated to case initiating eFiles (i.e. complaint, tab charge or citation). Refer to the [eFiling Technical Overview](#) document for information about eFiling correlation functionality.

3.1.3. Message Validation

Some of the validation applied to a submission message, (such as schema validation) is performed by the state Integration Broker (IB), and some validation is performed after the message is submitted from the IB to MNCIS.

It is possible for a submission message to pass schema validation, but fail some business edits enforced by MNCIS.

Some IB validation is common to all query request and eFile submission messages. Refer to the [Integration Service Technical Overview](#) document for information on this validation and the resulting SOAP fault errors that can occur.

Some additional validation is common to all e-file submission messages. Refer to the MNCIS [eFiling Technical Overview](#) document for information on this validation and the resulting SOAP fault errors that can occur. This document also provides a high-level message flow diagram for submission messages.

New with Integration Release 52 (3-24-2016):

- If a person was previously associated with a case, but their connection(s) to the case have since been removed, they may now be re-added to the case using this service.
 - E.G. This will allow for a person to be a 'Probation Officer – Investigating' on a case from January until March. Then added back onto the case as a 'Probation Officer – Supervising' in April.
- If a person has multiple active connections to a case, they may no longer be removed from the case using this service.
 - FYI: This service will not let you assign a person to a case if they already have an active connection with the case, so the only times where this restriction may be relevant are when a person has been associated to a case using MNCIS itself.

Refer to Appendix A in this document for a list of validation errors that are specific to the Professional Party Assignment submission service.

3.2. Response Message

The output message from this service is referred to as a *response* message.

3.2.1. Message Definition

Refer to the [Integration Service Technical Overview](#) document for information regarding the different options for receiving response messages.

Push SOAP Action: <http://www.courts.state.mn.us/IS/02/SubmitUpdateProfessionalPartyAssignmentResponse>
Pull SOAP Action: <http://www.courts.state.mn.us/IS/02/PullHeldUpdateProfessionalPartyAssignmentResponse>

Release SOAP Action: <http://www.courts.state.mn.us/IS/02/ReleaseHeldUpdateProfessionalPartyAssignmentResponse>

Schema: ProfessionalPartyAssignment

Root Element: UpdateProfessionalPartyAssignmentResponse

3.2.2. Message Details

Refer to the schema for this service to learn about the data that is included in the response message.

4. Usage

4.1. Authorization

A consumer must be granted a specific right to use the Professional Party Assignment electronic submission service. Refer to the [Request Access](#) link on the [Court Integration Services](#) website at <http://www.mncourts.gov/is> for an overview of the process for requesting access to use Court Integration Services.

4.1. Accessing the Service

Professional Party Assignment messages may be submitted as IBM MQ Series messages, or through the use of a web service. Refer to the [Integration Services Technical Overview](#) document for information on these methods.

5. Troubleshooting

5.1. Message Retention

Submission and response messages are retained for a period of time to assist with troubleshooting. The Professional Party Assignment Service adheres to the general message retention policy for submission messages that can be found in the [MNCIS eFiling Technical Overview](#) document.

5.2. Problem Resolution Steps

Review the [Integration Services Technical Overview](#) document for general steps that can be taken to resolve issues with the use of this service.

6. Document Revision History

| Date | Author | Revision Highlights |
|------------|---------------|--|
| 02/08/2008 | R. Gosewisch | Document created. |
| 02/02/2016 | E. Sczygelski | <p>Updated this service to utilize API services available from the MNCIS vendor. There was no change to the message schema. However, there have been some minor changes to Message Validation. Appendix A: Validation Errors has also been updated.</p> <p>This change moved to production with Integration Release 52 on 3-24-2016.</p> |
| 2/13/2017 | R. Rowan | Changed format of this document. No content changed. |
| 8/14/2017 | T. Adams | Added links to technical documents. Added http://www.mncourts.gov/is web address reference for Court Integration Services website. |

Appendix A: Validation Errors

- See the message schema for the full response message structure.
- Refer to the [eFiling Technical Overview](#) document for SOAP fault type errors that can occur with submission messages.

| # | Type | Error Text | Description/Resolution |
|---|-------------------|---|--|
| 1 | CourtXML Response | No party with PersonID {PersonID} is assigned to this case with extended connection {ConnectionCode} | [Applicable to professional party remove messages] The person indicated does not have an active association to the case with the indicated connection type. |
| 2 | CourtXML Response | Removal date is before Assigned date for party with PersonID {PersonID} | [Applicable to professional party remove messages] The professional party you are trying to remove as added to the case after the removed date you provided. Select a later removed date if you still want the person to be removed (e.g. today's date). |
| 3 | CourtXML Response | Multiple Case IDs Match Case Number ({CaseNumber}) | [Applicable to professional party add or remove messages] This <i>should</i> never happen, but if it does, it indicates that there are two valid cases in MNCIS with the same Case Number. The service is unable to determine which case the professional party should be added to / removed from. |
| 4 | CourtXML Response | Error converting data type nvarchar to int. | [Applicable to professional party add or remove messages] The PersonID provided is either too long or has characters that aren't used in the MNCIS PersonID. Correct the PersonID in your message and try resubmitting. |
| 5 | CourtXML Response | There is no party associated with PersonID {PersonID} | [Applicable to professional party add or remove messages] The PersonID provided doesn't match anybody in MNCIS. Correct the PersonID in your message and try resubmitting. |
| 6 | CourtXML Response | Party being added does not have Professional Role condition. / Party being inactivated does not have Professional Role condition. | [Applicable to professional party add or remove messages] The PersonID provided doesn't match a MNCIS party with the Professional Role special condition. Double check the PersonID being submitted, and work with the appropriate court administration staff to ensure the necessary persons have an active Professional Role special condition in MNCIS. |
| 7 | CourtXML Response | PersonID {PersonID} is assigned to this case with multiple extended connection types | [Applicable to professional party remove messages] This indicates that the professional party is associated with the case in multiple ways, and is unable to be removed by this service. |
| 8 | CourtXML Response | A party with PersonID {PersonID} is already assigned to this case | [Applicable to professional party add messages] This indicates that the person trying to be added to the case already has an active connection with the case. This service is unable to add a person to a case if they already have an active association with the case. |