

Introduction

This document outlines some best practice guidelines to help local agencies maximize the performance and efficiency of the query services offered by the Minnesota Judicial Branch (MJB). This will help ensure that the query services are used in the most effective manner and return the desired results. This document refers to the Case Search by Party and Case Get schemas. It is helpful to have those schemas to refer to when reading through these best practices.

Best Practices for the Case Search by Party Query

Using precise search criteria will identify all needed cases and few that are not needed. Here are the recommendations for search criteria to help optimize queries:

1. Be as specific as possible when searching for a party.
 - a. Specify individuals by identifiers if possible, rather than just name and birthdate/death-date combinations. These include:
 - i. Person Driver License ID
 - ii. Person FBI ID
 - iii. Person State ID
 - iv. Person Other ID
 - v. Person ID
 - vi. Party Key – An internal identifier in MNCIS.
 - b. If none of the identifiers can be used, specify as precise a name and birthdate/death date as possible.
2. Be as specific as possible when specifying the cases to be included in the results.
 - a. Specify Party Case Association – This tells the query to only search for cases where the specified individual has specific association with the case, such as defendant.
 - i. The Party Base Case Association type is a general category of party case association and is usually sufficient for most uses.
 - ii. The Party Case Association type is a very specific party case association. Each is a subcategory of the Party Base Case Association type above.
 - b. Specify Match Limit – This specifies the maximum number of cases to be returned. The maximum is 100, but a smaller maximum can be specified.
 - c. Specify Case Location – This specifies which court's node in the Odyssey Organization chart to search. The location can be a list of districts and counties or a single court location.
 - d. Specify Case Types – this specifies the case types to include in the search.

- i. The Case Types are very specific and useful if you want only certain case types included in the results. For instance, if only the CRM case type is specified, then minor traffic tickets would not be included.
- ii. The Case Category is quite general and useful if you want to include multiple case types that belong to the same category, such as Criminal, which would include CRM, VIB, and D16 case types.

Best Practices for the Case Get Query

The optimal Case Get Query will return all the case information needed and little unneeded case information. The key to creating good queries is to select the case options that provide only the data you need. The Case Get schema has two root elements – the Case Get Request and the Case Get Reply. The Case Options within the Request element corresponds to the Case Information within the Reply element. I.e., the Case Options selected will determine what is returned in the Case Information element. Please see the Case Get schema for a complete description of the data available.

Here are the various case options that can be specified to optimize your queries:

1. Court Case Header Group
2. Court Case Event
3. Case Party Relation
4. Attorney
5. Case Prosecutor
6. Subject Parties
7. Party to the Action
8. Victim
9. Witness
10. Hearing Trial Setting
11. Charge
12. Charge Dispositions
13. Court Decisions
14. Interim Conditions Order
15. Juvenile Placement Order
16. Warrant
17. Financial Summary
18. Bond
19. Citation Document