



Minnesota Judicial Branch

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Category: Court Operations
Title: Conviction Entry in MNCIS
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I. POLICY STATEMENT

It is a policy of the Minnesota Judicial Branch that in order to ensure that clear, consistent and accurate conviction information is provided to the defendant, the public, and criminal justice agencies; to ensure the accurate representation of criminal records; and to ensure the consistent application of court rules and statutes, all district courts shall follow these guidelines in determining when to enter conviction information in MNCIS:

- A. Conviction should be entered in MNCIS on the date of sentencing or stay of imposition of sentence, UNLESS on an earlier date the judge clearly and unequivocally adjudicates the defendant guilty upon a plea, verdict, or finding of guilty.
- B. Conviction should be entered in MNCIS on the date of the plea, verdict, or finding of guilt ONLY IF the judge adjudicates the defendant guilty on that date.

II. IMPLEMENTATION AUTHORITY

Implementation of this policy is the responsibility of the State Court Administrator, acting as the Judicial Council's agent, and the Chief Judges of the Judicial Districts.

III. EXECUTIVE LIMITATIONS

None.