

# Minnesota Pretrial Release Email Templates

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## Announcement Email for Justice Partners

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Send this email to alert justice partners to the upcoming implementation.  
Edit the content in bold font before sending.

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Sender:

- *Implementation Lead/Steering Committee Rep?*

Recipients:

- *Local probation agencies; local law enforcement agencies*
  - *Cc: District champions*
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### **[Implementation lead introduction]**

**[County/assignment area/district]** will implement the Minnesota Pretrial Release Evaluation Form and Assessment Tool (MNPAT) by December 1, 2018.

Implementation of the MNPAT is the culmination of a multi-year initiative of the Minnesota Judicial Branch, along with its criminal justice partners, to improve practices and policies to address concerns locally and nationally regarding pretrial release evaluation and bail. The Minnesota Judicial Branch is implementing the MNPAT to provide judges and parties with the least biased and most predictive information to inform pretrial release discussions/decisions in the courtroom.

In the coming weeks, additional information will be provided regarding training.

In preparation for training, please watch the short video, *An Orientation to Minnesota's Pretrial Release Initiative*. The video is located on the [Pretrial Release Initiative webpage](#) under the Resources tab.

If you would like to read more about the Minnesota Pretrial Release Evaluation Form and Assessment Tool before training, please visit the [Pretrial Release Initiative webpage](#) on the Minnesota Judicial Branch website.

**[Use your preferred closing],**  
**[name]**

# Minnesota Pretrial Release Email Templates

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## Go Live/Reminder Email

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**Send this email the day before the go-live date.**  
**Edit the content in bold font before sending.**

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*Sender:*

- *Implementation lead or district champion or local county lead*

*Recipients:*

- *County court administrators, supervisors, and court staff*
  - *District Court Judges*
  - *Justice Partners*
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**REMINDER:** The Minnesota Pretrial Evaluation Form and Assessment Tool (MNPAT) goes live in your county/assignment area/district tomorrow, **[month day, year]**.

After implementation, local stakeholders should meet and discuss how the process is going and if there are things that need to change. If you haven't already done so, take a moment to schedule a meeting to go over the post-implementation check-in topics listed in the Planning Guide.

Thank you for all you have done and will continue to do to support an effective rollout.

If you have questions about the new tool or process, please see the Contact Us tab on the [Pretrial Release Initiative page](#).

**[Closing],**  
**[name]**

# Minnesota Pretrial Release Email Templates

## Announcement Email for Judges

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Send this email to alert judges to the upcoming implementation before the go-live date.  
Edit the content in bold font before sending.

Sender:

- *Implementation Lead*

Recipients:

- *District Court Judges in District/County*
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As you are likely aware, the Minnesota Judicial Branch has been preparing for implementation of the statewide Minnesota Pretrial Release Evaluation Form and Assessment Tool (MNPAT) to provide judges and parties with the least biased and most predictive information to inform pretrial release discussions and decisions in the courtroom. All counties using the MNPAT will implement by December 1, 2018.

In our [**district/county**], training on the tool will be completed [**method of training (e.g. bench meeting and follow ups)**]. Training will provide information on the purpose of the MNPAT, the issues it can help address, and specific review of the MNPAT contents and how to interpret the MNPAT. If you are unable to attend the training [**approach you will take**].

In preparation for training, please watch the short video, *An Orientation to Minnesota's Pretrial Release Initiative*. The video is located on the [Pretrial Release Initiative webpage](#) under the Resources tab. You can also find a one-page Fast Facts summary of the Initiative [here](#).

If you would like to read more about the Minnesota Pretrial Release Evaluation Form and Assessment Tool before training, please visit the [Pretrial Release Initiative page](#) on mncourts.gov.

Please contact me or Pretrial Release Initiative staff [Katie Schurrer](#) or [Grant Hoheisel](#) with questions.

[Use your preferred closing],  
[name]