

## FAQ – Juvenile ePetition

### Can prosecutors indicate that a juvenile is in custody when filing an ePetition?

Yes. In the ePetition application, there is a check box for prosecutors to select when a juvenile is in custody. If the box is checked, “\*\*\*IN CUSTODY\*\*\*” will be included in the subject line and body of the email notification that court staff receive.

### Is there an autosave function in the ePetition application?

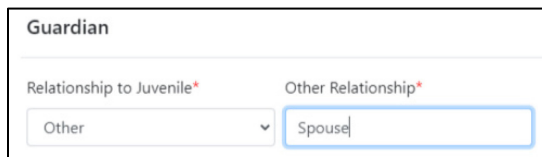
No. Prosecutors should periodically select the **Save as Draft** button to ensure they do not lose their work. The ePetition application will time-out after 30 minutes of inactivity.

### Why is Marital Status requested for a juvenile?

While this is not a required field, it is important to indicate when the juvenile is married because the court is required to send notices to the juvenile’s spouse.

### If the juvenile is married, how do prosecutors add the spouse’s information?

Prosecutors will select **Add Guardian**, select **Other** in the **Relationship to Juvenile** drop-box, and then type “Spouse” into the resulting **Other Relationship** box.



The screenshot shows a form titled "Guardian". It has two fields: "Relationship to Juvenile\*" with a dropdown menu currently showing "Other", and "Other Relationship\*" with a text input box containing the word "Spouse".

### Can prosecutors submit warrant requests or motions for certification or Extended Jurisdiction Juvenile (EJJ) through the ePetition application?

No. A warrant request and any motions will need to be submitted via eFile and eServe (EFS) after the case is accepted into MNCIS. Court staff will route the filings to a judicial officer.

### How can a case be indicated as a D16?

In the ePetition application, prosecutors will identify that the case is a Delinquency case. MNCIS will determine the appropriate case type (Delinquency or D16) when accepting the ePetition.

### What is a Group ID?

A Group ID is a number that is used in Hennepin and Ramsey counties to identify family members within a family group.

### Can an ePetition be unsigned by the prosecutor after it’s submitted to MNCIS?

No. If an ePetition was submitted in error, prosecutors can request that court staff reject the filing so that it can be corrected and resubmitted. However, if a case has already been accepted by MNCIS the prosecutor will need to dismiss the case and refile.



## **FAQ – Juvenile ePetition**

### **Can prosecutors submit amended petitions through the ePetition application?**

No. Currently, the ePetition application does not have a function to create amended petitions. Prosecutors will need to draft amended petitions outside of the application and file them via EFS. If the amendment includes changing the case type, prosecutors need to dismiss the original petition and file a new petition via ePetition using the correct case type and a unique prosecutor file number (e.g., 2201a if the original petition was number 2201).

### **What should prosecutors do if an ePetition failed to publish?**

In the unlikely event that a petition is in the “Failed to Publish” status, prosecutors should reach out to the BCA service desk either via email at [bca.servicedesk@state.mn.us](mailto:bca.servicedesk@state.mn.us) or phone at 651-793-2500 (toll-free at 888-234-1119). BCA staff will need to research and resolve the problem.

### **Do all ePetitions go into the MNCIS Juvenile E-File queue?**

No. The majority of ePetitions will automatically be filed into MNCIS. Only cases that MNCIS identifies as having a potential party match for the juvenile will be routed to the MNCIS queue for review.

### **Can court staff reject an ePetition filing?**

If an ePetition was submitted in error, prosecutors can request that court staff reject the filing so that it can be corrected and resubmitted. Court staff will select the **Reject** radio button and must type a short, descriptive comment such as “Requested by prosecutor.” However, if a case that was submitted in error has already been accepted by MNCIS the prosecutor will need to dismiss the case and refile. Other than when the prosecutor indicates a case was submitted in error and needs to be corrected, court staff should not reject an ePetition filing.

### **Will a PDF of the ePetition be attached into the MNCIS case as soon as it is created?**

A PDF of the ePetition should be automatically attached to the applicable MNCIS event around the same time that the case is created. If there is no PDF several hours after the MNCIS case was created, then court staff may need to search the case in the ePetition application and select the **Republish PDF to MNCIS** button found on the Juvenile Petition Summary page.

### **Will all parties named in the ePetition be automatically added to the MNCIS case?**

No. Only the juvenile and the associated prosecuting attorney will be automatically added. Any other legal guardian or custodian named in the ePetition (e.g., parent, spouse, etc.) must be manually added by court staff.