



## Understanding MNCIS Sentencing Data

**Overview:** This document is intended to help Department of Corrections (DOC) staff who process prison commits by providing answers to commonly-asked questions.

### What should I do if the sentencing data is inconsistent with the order signed by the judge?

If the judge signed the MNCIS sentencing order, the information in the order and in MNCIS should be the same. If the sentencing data in MNCIS (sent via integrations or accessed through an MGA account) differs from the signed order, DOC must submit a [Technical Support Form](#). Depending on the source of the inconsistency, an amended order may be needed.

### Who should I contact if the State Identification (SID) number or Federal Bureau of Investigation (FBI) number is missing or incorrect?

The SID number is assigned by the Bureau of Criminal Apprehension (BCA). SID numbers and/or FBI numbers are included in the data transmitted to the court when a criminal case is filed. The court does not add, assign, or change these numbers in MNCIS. If the SID number or FBI number was not included in the data pass from the court to DOC or is thought to be incorrect, either the number was not provided to the court or the number provided was incorrect. DOC can query the BCA Criminal History System for the SID number and/or the FBI number.

### What is the difference between Minnesota Court Information System (MNCIS) and Court Services Tracking System (CSTS)?

MNCIS is the system the courts use to record case information. CSTS is the system probation uses to record case information. If you have questions about information in CSTS, contact the local probation office.

### What should I do if the complaint charges don't match the convicted charges?

Because charges can be amended, the full case record must be reviewed. The charges may have also been amended verbally on the record.

### Why are court staff entering delayed report on dates pending appeal?

If the judicial officer grants a stay of execution of the sentence under Minn. R. Crim. P. 28.02, subd. 6, court staff will enter a report on date one year in the future. Court staff will monitor the court file every six months until judgment is entered on the appeal. After the appeal is resolved, the report on date will be updated as ordered.



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**Who do we contact when documents are not available in MN Government Access (MGA)?**

Contact the local county court via the MJB public website: select **Find Courts**, select the county that needs to be contacted from the drop-down menu or map, and click **Contact by Email** to request those documents.

**When a defendant is committed to prison, what other sentencing components will appear on the sentencing order?**

All sentencing components entered on the order will be included.

The prison commitment component and the concurrent/consecutive component, if needed, will be included on the sentencing order; if there are any fines, fees, or other financial obligations, the financial component will also be included.

**Who do we contact if no Credit for Time Served is entered in the sentencing order?**

Submit a memo to the judicial officer via the eFile and eServe System (eFS). If the defendant received zero (0) days of custody credit, court staff are instructed to enter zero in the Credit for Time Served field.

**Why isn't the Sentencing Order imaged within 24 hours?**

A sentencing order will be imaged in MNCIS after it is signed by the judicial officer. Submit a ticket if the sentencing order is not imaged within 24 hours.

**What should I do when no modifier appears on the MNCIS Sentencing Order?**

Prosecutors are not required to use the General Offense Code (GOC) to identify any modifiers. Information on modifiers may appear either as an additional/supplemental statute and/or as a GOC associated with the charge (see below for example).

|    |  |
|----|--|
| 1. | Burglary-2nd Degree-Dwelling (Attempt to Commit <b>GOC</b> )                       |
|    | 09/01/2019 (FEL) 609.582.2(a)(1) (6095822a1)                                       |
|    | <b>Addl Statutes:</b> Aiding an Offender - Taking Responsibility for Criminal Acts |
|    | Definition 609.495.4(a) (6094954a)   |
|    | <a href="#">Arrest</a> 09/01/2019  |
| ★  | <a href="#">Case Filing</a> 09/06/2019   |

Court staff must not modify these fields except when ordered to do so or when entering amended charges.