# state sealFine Distribution for TownshipRequest Form

# State of Minnesota

# Judicial Branch

# Information Technology Division

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| Use this form when a township requests fine revenue under Minn. Stat. § [484.90, subd. 6](https://www.revisor.mn.gov/statutes/?id=484.90) for offenses that occur within the township when the county attorney prosecutes for the township. |
| **Instructions** |
| 1. Complete a **separate form** for **each township** you will prosecute as the township attorney.
2. Electronically complete this form and save to your computer.
3. Email the form to the Court Administrator’s Office in your county, who will submit it to State Court Administration.
4. Note: ORI stands for Originating Agency Identifier.
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|  |  |
| **Originator Contact Information < complete all fields >**  |
|  |  |  |  |
| **Today’s Date:** |       |  | **Contact:** |       | **Phone:** |       |
|  |  |  |  |  |  |  |
| **Prosecutor Information** |

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| --- | --- |
| **Name of township:** |       |
|  |  |
| **Name of county(ies) in which the township is located:** |       |
|  | *^If the township resides in multiple counties, please list all counties* |
|  |  |
| **Name of county attorney:** |       |
|  |  |
| **Township Prosecuting Agency ORI for the township:** |       |
|  | ^ *Enter* None *if a Township Prosecuting Agency ORI doesn’t currently exist* |
|  |  |
| **Indicate if you have or will apply for an ORI from the BCA:** |  |
|  |  |
| *^If the township does NOT have a Prosecuting Agency ORI, the prosecutor can apply for an ORI from the BCA. An ORI is required if the prosecutor wants to access eCharging or perform other related eCharging tasks such as creating a complaint from a citation. To obtain an ORI, contact the BCA at* *bca.servicedesk@state.mn.us* |
|  |
| **For purposes of distributing DWI Assessments (Minn. Stat. §** [**169A.285**](https://www.revisor.mn.gov/statutes/?id=169A.285)**), does the township employ law enforcement officers?** | [ ]  Yes | [ ]  No |
|  |
| If yes, provide: **Agency Name:** |       | **Agency ORI Number:** |       |
|  |  |  |  |
| **Township Information** |
| **The Following is Required for Fine Distribution** |
|  |
| **Does the township have a State of MN vendor number from SWIFT for fine distribution?** | [ ]  Yes | [ ]  No |
|  |  |  |
| **The Township MUST have a State of MN vendor number in SWIFT to receive payment. For instructions go to** [**https://mn.gov/mmb/accounting/swift/vendor-resources/**](https://mn.gov/mmb/accounting/swift/vendor-resources/)  |
|  |
| If yes, provide: **Swift Vendor Number:** |       | **Township Tax ID Number:** |       |
|  |  |  |  |
| **Township Clerk or Treasurer Contact Name:** |       |
|  |
| **Phone:** |       |
|  |  |  |  |
| **Email:** |       |
|  |  |  |  |
| **Mailing Address:** |       |
|  |  |
| **Court Administration Information** |
| MNCIS can be configured to automatically add one attorney to the case when filed with the Township Attorney as a prosecutor. |
| **Do you wish to have an attorney configured?** | [ ]  Yes | [ ]  No |
| If yes, provide: **Attorney Name:** |       | **Attorney License Number:** |       |
|  |  |  |  |  |  |  |

For Court Administration:

Submit a General Request in ServiceNow and attach a copy of the form to the ticket.