

Handout – Accessing and Using the Minnesota Partner Calendar (MPARC)

Login to the MPARC

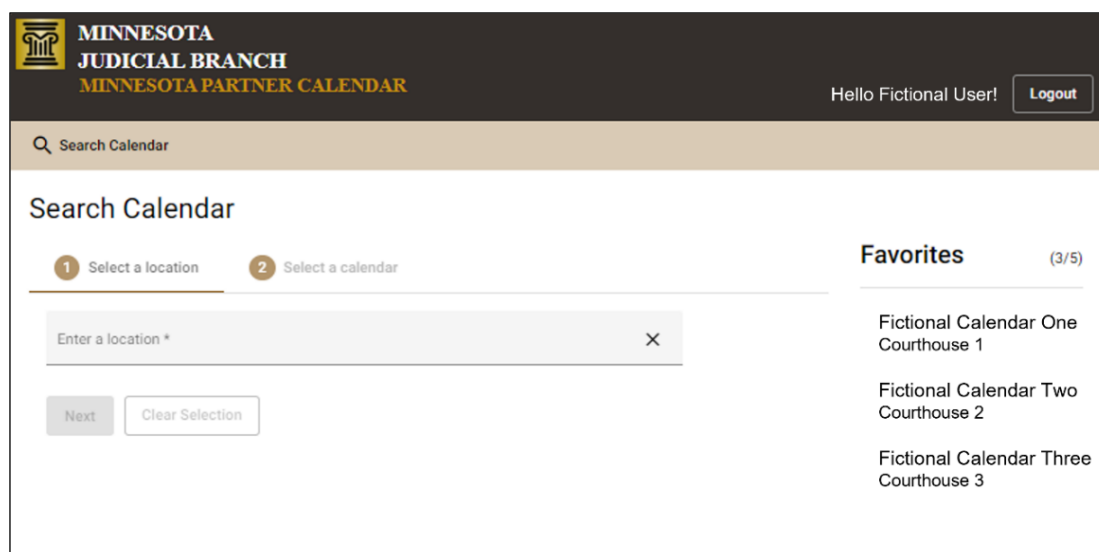
1. Go to <https://mparc.courts.state.mn.us/>.
2. Log in to MyCourtMN.



If you do not have a MyCourtMN account, you will need to create one. Refer to Quick Reference Guide - Creating a MyCourtMN Account for instructions. The first time you log in, you will need to enter the invitation code you received by email from MPARC.

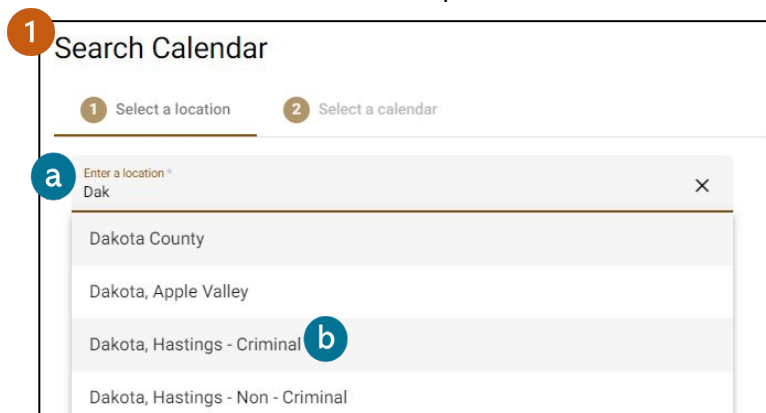
Search Calendar Page

After logging into MPARC you will be redirected to the Search Calendar page where you can search for a calendar by location or select a calendar under your Favorites (up to 5 calendars).



Search for a Calendar

1. Select the Enter a location* box, then either:
 - a. Type the calendar location you would like to open, or
 - b. Scroll to the location in the drop-down menu.





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2. Select **Next**.

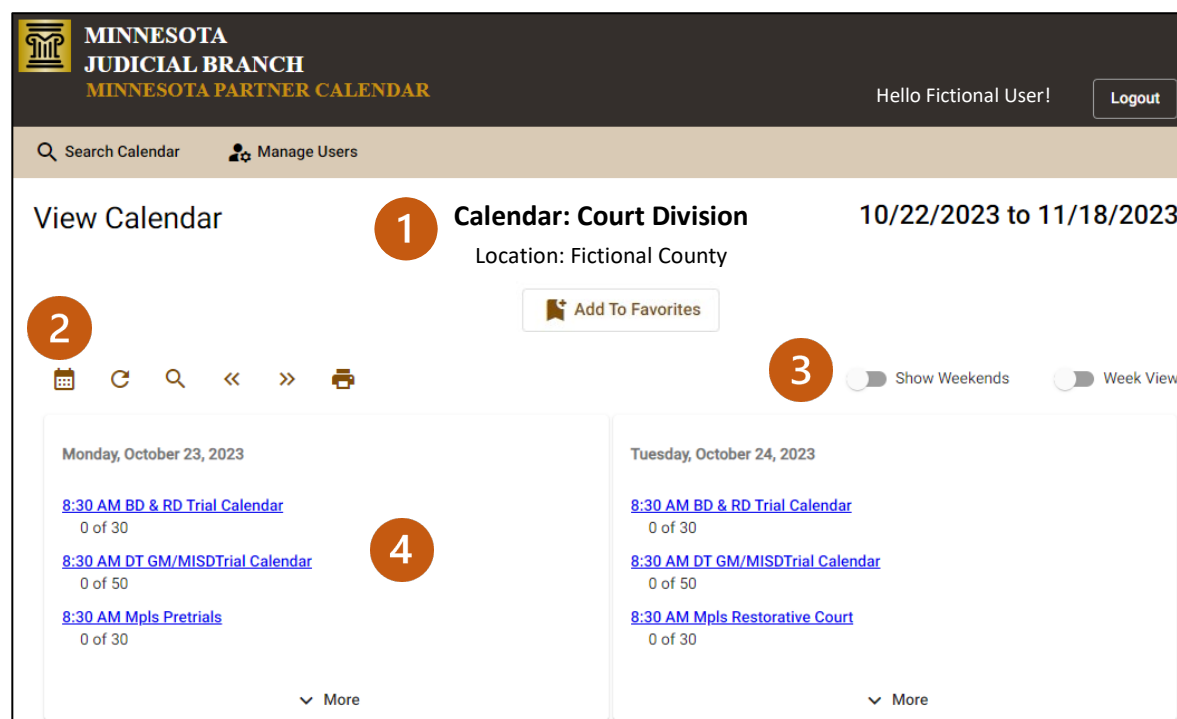
The screenshot shows the 'Search Calendar' interface. At the top, there are two steps: '1 Select a location' and '2 Select a calendar'. The first step is completed, and the second step is active. Below the steps, there is a search bar with the text 'Enter a location *' and 'Dakota, Hastings - Criminal'. To the right of the search bar is a close button 'X'. Below the search bar, there are two buttons: 'Next' (highlighted with a red circle and the number 2) and 'Clear Selection'.

3. Select the radio button next to the calendar you want to view.
4. Click **Next**.

The screenshot shows the 'Search Calendar' interface. At the top, there are two steps: '1 Select a location' and '2 Select a calendar'. The second step is completed, and the first step is active. Below the steps, there is a message: 'There are 2 calendars available for Dakota, Hastings - Criminal. Select a calendar to view * (required)'. Below the message, there are two radio buttons: 'All Criminal/Traffic' (highlighted with a red circle and the number 3) and 'All Juvenile'. Below the radio buttons, there are three buttons: 'Back', 'Next' (highlighted with a red circle and the number 4), and 'Clear Selection'.

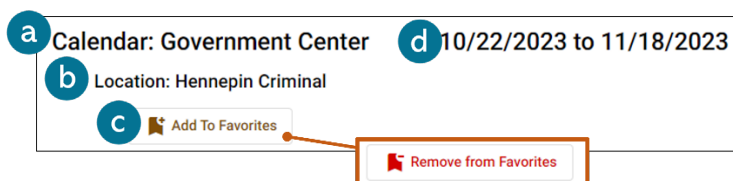
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View Calendar



1. Calendar Information

- Calendar-** the name assigned to the calendar by the location.
- Location-** the county or specific court location hosting the calendar.
- Favorites-** select this button to add or remove the calendar from your favorites.
- Dates-** date range currently displayed.



2. Icon Menu

- Calendar Icon-** select to open [Select Date pane](#) and modify the displayed dates.
- Refresh Icon-** select to update the calendar view in real time.
- Spyglass Icon-** select to start a new calendar search.
- Previous/Next Double Arrows-** select to navigate to the previous or next set of weeks.
- vPrinter Icon-** select to open your browser's print dialog.

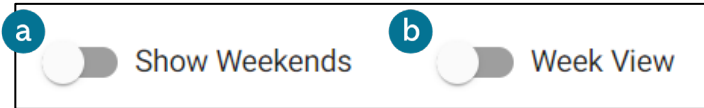




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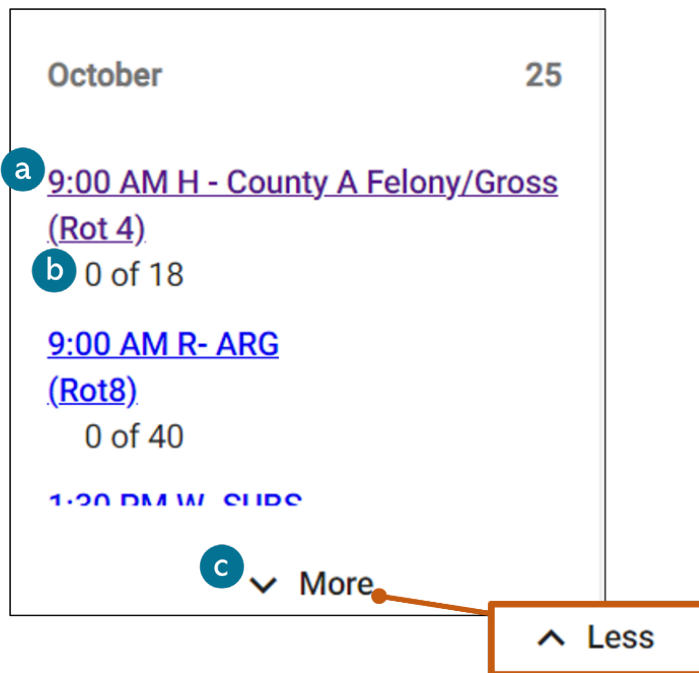
3. Toggles

- a. **Show Weekends**- select to display Saturday and Sundays in the monthly view.
- b. **Week View**- select to display one week instead of an entire month.



4. Date Cards

- a. **Session Links**- displays court session start time and name. Select the link to open the [View Court Session](#) page.
- b. **Number of Cases**- displays the number of cases scheduled in the session and the session's capacity.
- c. **More/Less**- select to expand a date card that has additional information, and to collapse the date card again.

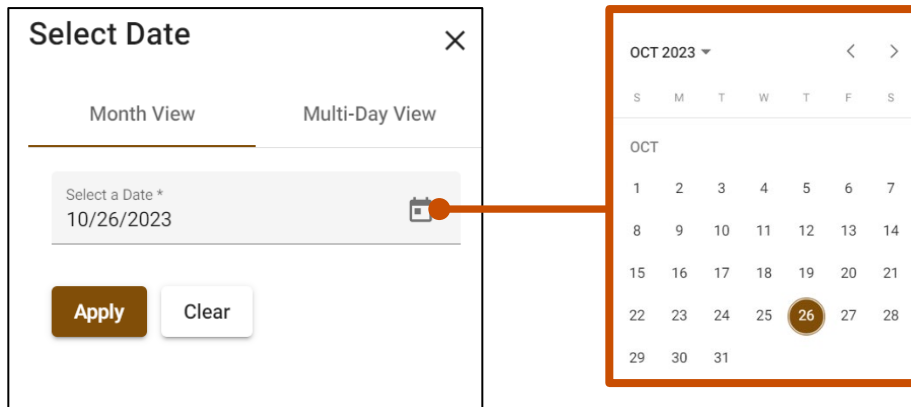


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Select Date Pane

Month View

Type or select a date from the calendar icon to modify the monthly view to begin your selected date.



Select Date

Month View

Multi-Day View

Select a Date *

10/26/2023

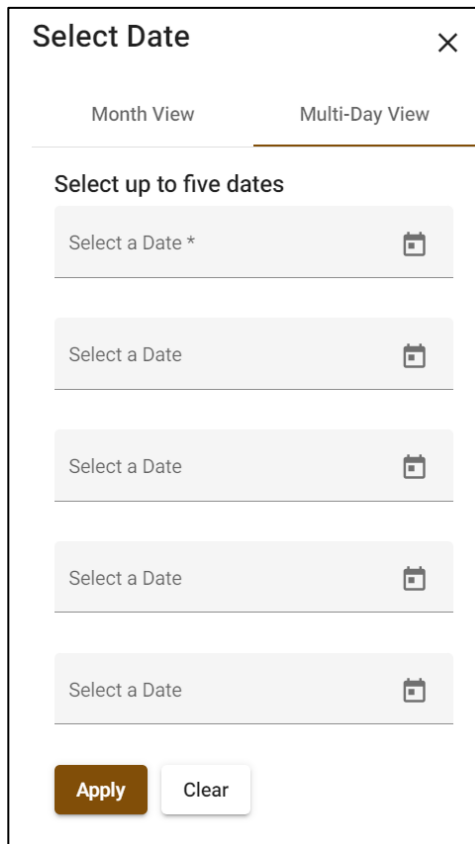
Apply

Clear

OCT 2023						
S	M	T	W	T	F	S
OCT						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Multi-Day View

Type or select a date in each field to display up to five date cards.



Select Date

Month View

Multi-Day View

Select up to five dates

Select a Date *

Select a Date

Select a Date

Select a Date

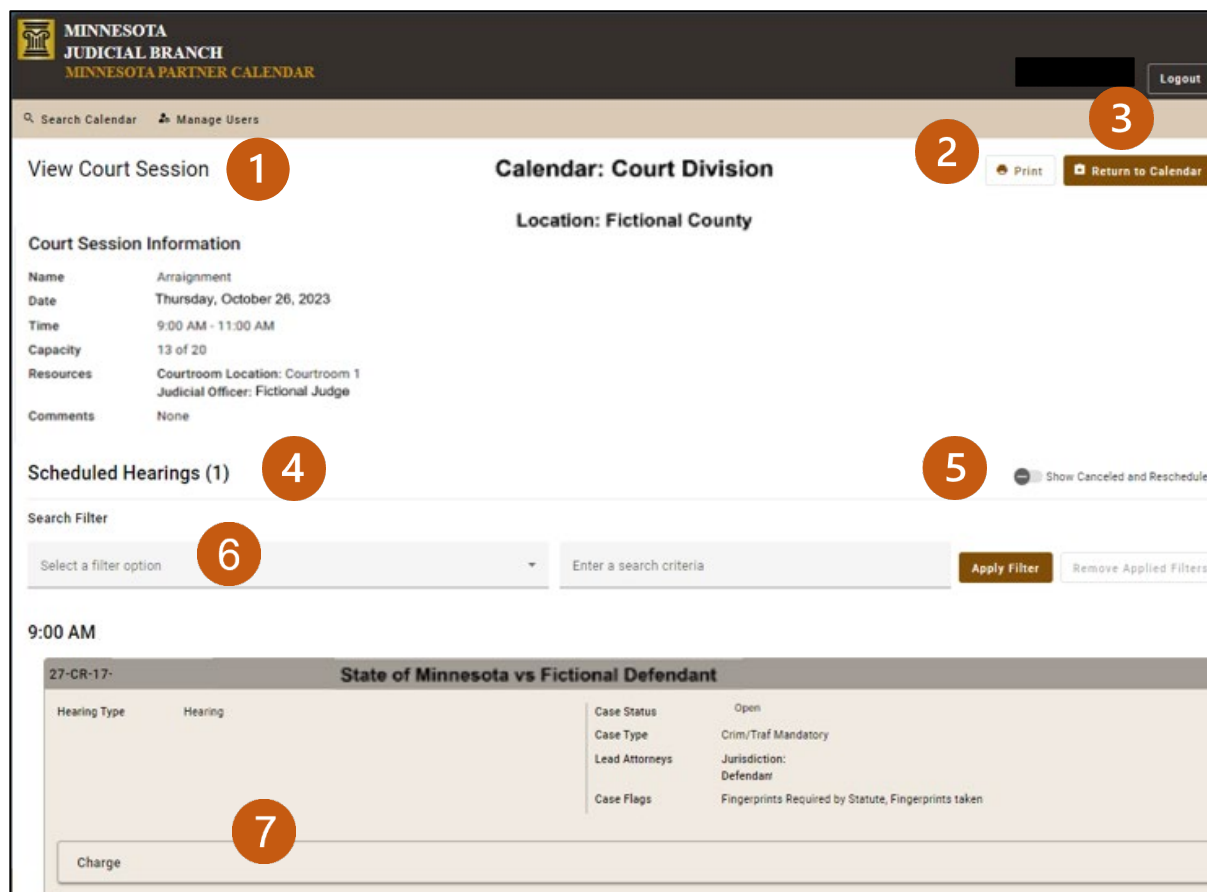
Select a Date

Apply

Clear

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View Court Session



MINNESOTA JUDICIAL BRANCH MINNESOTA PARTNER CALENDAR

Search Calendar Manage Users

View Court Session **Calendar: Court Division** **Location: Fictional County**

Court Session Information

Name	Arraignment
Date	Thursday, October 26, 2023
Time	9:00 AM - 11:00 AM
Capacity	13 of 20
Resources	Courtroom Location: Courtroom 1 Judicial Officer: Fictional Judge
Comments	None

Scheduled Hearings (1) ☐ Show Canceled and Rescheduled

Search Filter

Select a filter option Enter a search criteria **Apply Filter** Remove Applied Filters

9:00 AM

27-CR-17- State of Minnesota vs Fictional Defendant

Hearing Type	Hearing	Case Status	Open
		Case Type	Crim/Traf Mandatory
		Lead Attorneys	Jurisdiction: Defendant
		Case Flags	Fingerprints Required by Statute, Fingerprints taken

Charge

- 1. Court Session Information-** added by court staff depending upon the needs of the session (e.g., Zoom information may be added to Comments section).
- 2. Printer Icon-** select to open your browser's print dialog.
- 3. Return to Calendar-** select to return to the View Calendar page.
- 4. Scheduled Hearings-** the number of hearings scheduled on the calendar court session is displayed in parentheses. If you do not have access to view hearing information for a case that is scheduled, you will see a message reading "Includes # hearings not accessible".
- 5. Show Canceled and Rescheduled toggle-** select the toggle to display or hide Canceled and Rescheduled hearings. These will appear as grayed out hearing cards. If you do not have access to view hearing information for a case that is scheduled, you will see a message in a gray box reading "There are # hearings not accessible to view."
- 6. Search Filter** - ability to narrow search of hearings. The results will be narrowed down to any case that includes the information. When selecting multiple filters, the results will display information that includes all filtered options.
- 7. Hearing Cards** - each scheduled hearing will be listed in this section.



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Hearing Cards

27-CR-17-1

1 State of Minnesota vs Fictional Defendant

2 Interpreter Required

3 Hearing Type: Sentencing

4 Comments: Rasmussen before trial

5 Active Warrant: Open

6 Case Status: Open

7 Case Type: Crim/Traf Mandatory

8 Charge

Lead Attorneys: Jurisdiction: Defendant

Case Flags: Fingerprint Required by Statute, Fingerprint taken

1. **Case Number & Case Caption**- if the case was continued or canceled there will be text to the right of this section reading “Reset to (mm/dd/yyyy)” or “CANCELED”.
2. **Interpreter Required**- this tag will appear if an interpreter is required for the hearing.
3. **Hearing Type**- indicates what type of hearing the case is scheduled for.
4. **Comments** – If there are hearing comments they will be displayed.
5. **Case Indicators**:
 - a. **Active Warrant**- this tag will appear if a party on the case has an active warrant anywhere in Minnesota. It does **not** necessarily mean the case being displayed is in warrant status.
 - b. *****Confidential*****- this tag will appear if you have access to view a confidential case.
6. **Case type** – indicates case type.
7. **Case Information**- the current status of the court case file, a list of lead attorneys, and additional information depending on the case type (e.g., citation number).
8. **Charges**- select this box to show or hide charge information (including disposition information, if applicable).

Charge

1 THEFT-SHOPLIFT/TAKE/USE/TRANSFER MOVABLE P Statute: 609.52.2(a)(1)

Disposition: Convicted Disposition Date: 10/27/2023

Level of Sentence: Convicted of a Misdemeanor

Level of Charge: Misdemeanor

Offense Date: 01/01/2023

Community of Offense: City Name

Law Enforcement Agency: City Police Department Control Number:

Prosecuting Agency: City Attorney