



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

### Login to the MPARC

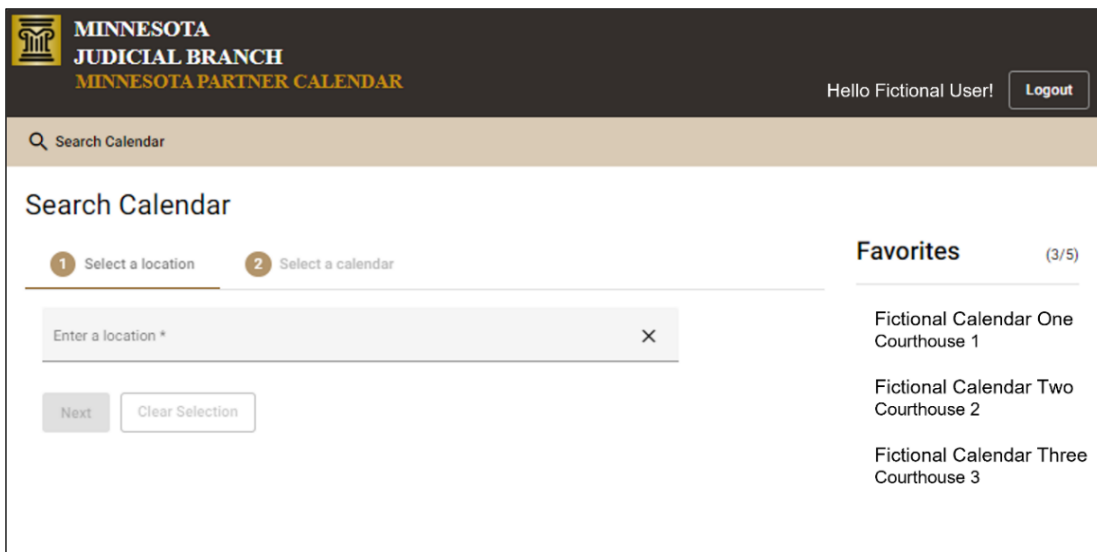
1. Go to <https://mparc.courts.state.mn.us/>.
2. Log in to MyCourtMN.



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.

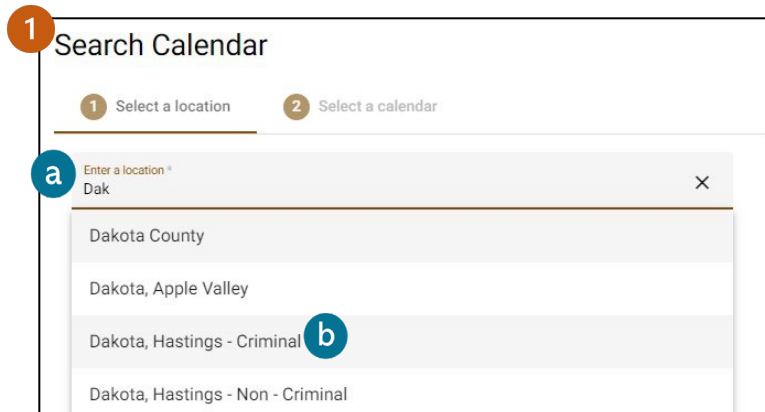
### Search Calendar Page

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**.

**Search Calendar**

1 Select a location    2 Select a calendar

Enter a location \*  
Dakota, Hastings - Criminal

2 **Next**    Clear Selection

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

**Search Calendar**

1 Select a location    2 Select a calendar

There are 2 calendars available for Dakota, Hastings - Criminal. Select a calendar to view \* (required)

3  All Criminal/Traffic     All Juvenile

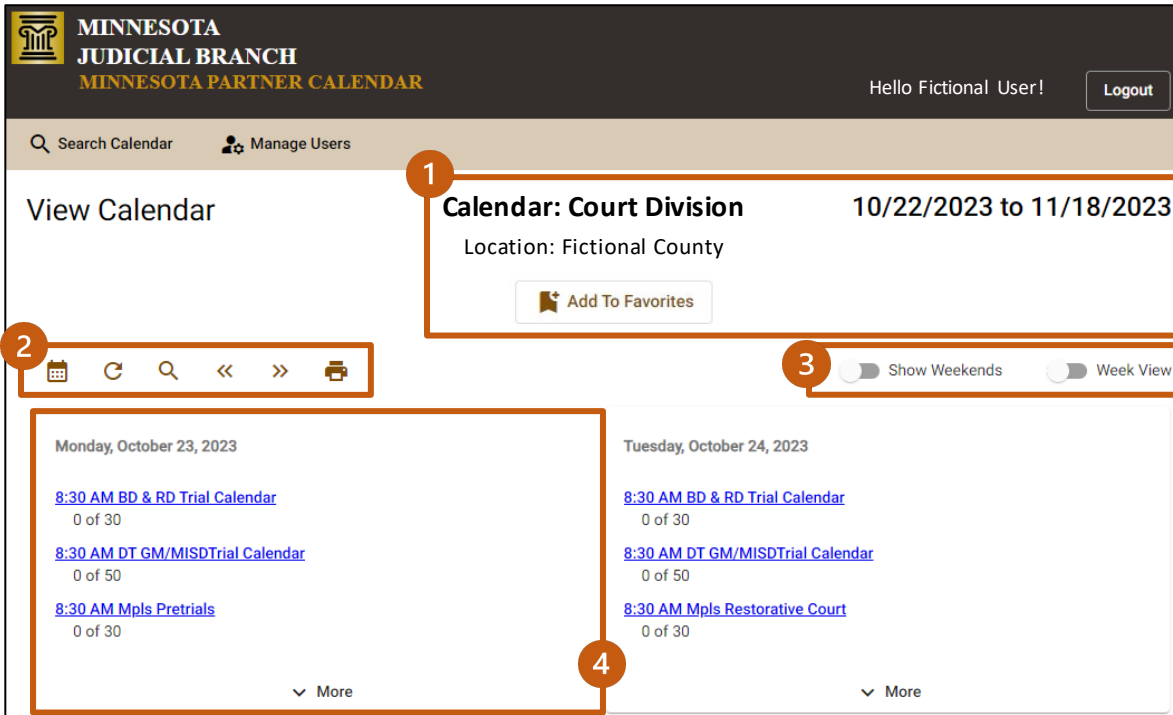
**Back**    **Next**    Clear Selection

4



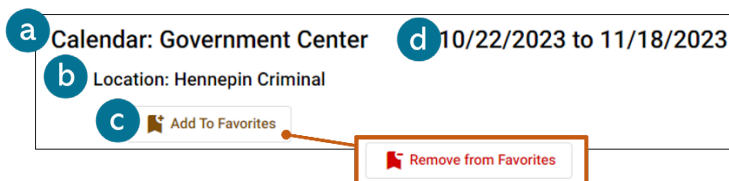
## Handout – Accessing and Using the Minnesota Partner Calendar (MPARC)

### View Calendar



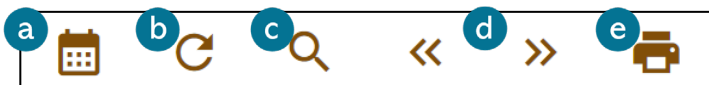
#### 1. Calendar Information

- 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.

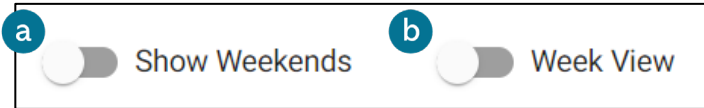




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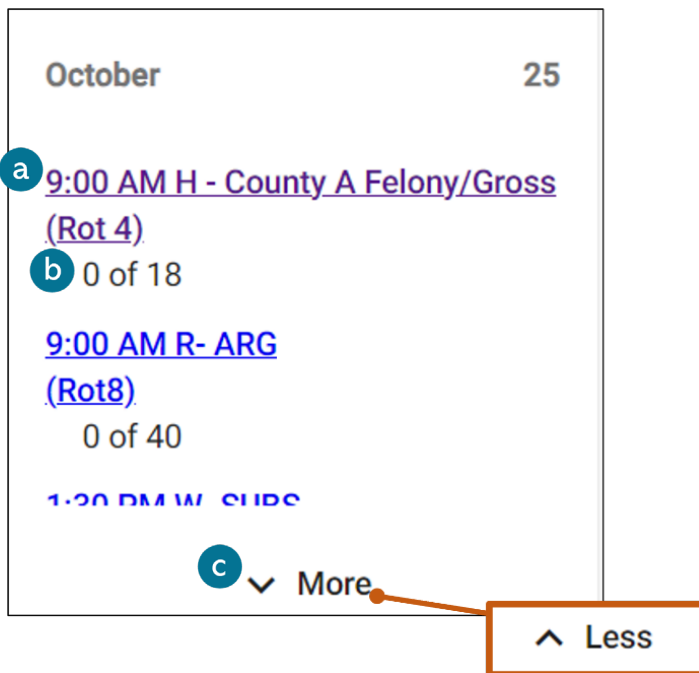
### 3. Toggles

- 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.



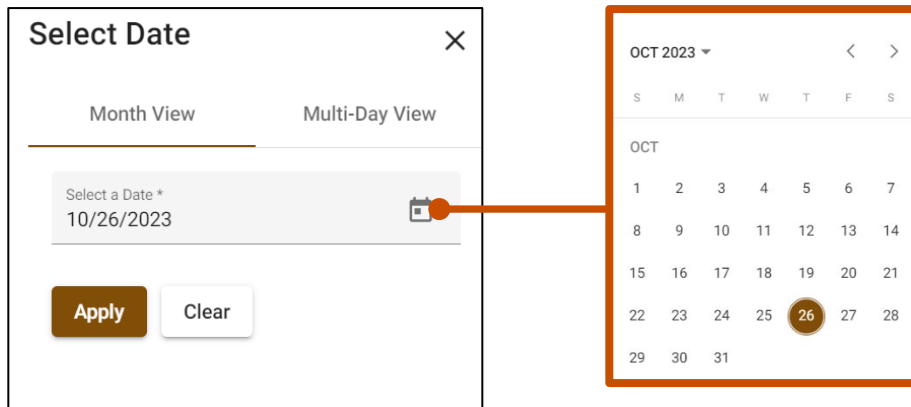


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### Select Date Pane

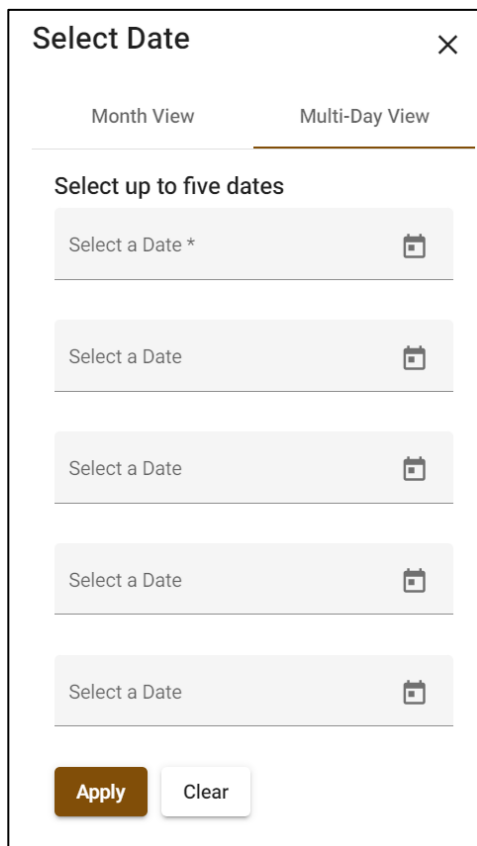
#### Month View

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



#### Multi-Day View

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





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

### View Court Session

**MINNESOTA JUDICIAL BRANCH MINNESOTA PARTNER CALENDAR**

Hello Fictional User! [Logout](#)

Search Calendar

**1** View Court Session **Calendar: Court Division**

**2** [Print](#) **3** [Return to Calendar](#)

**Location: Fictional County**

**Court Session Information**

Name	Arrestment
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

**4** Scheduled Hearings (13) **5**  Show Canceled and Rescheduled

9:00 AM 13 hearings for 9:00 AM

**6** **89-CR-23-12345 State of Minnesota vs Fictional Defendant**

Type	Arrestment	Case Status	Open
		Lead Attorneys	Jurisdiction: Defendant:
		Citation Number	

Charges

- 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. Hearing Cards.** Each scheduled hearing will be listed in this section.



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

### Hearing Cards

89-CR-23-12345 State of Minnesota vs Fictional Defendant

Interpreter Required

Active Warrant

Type: Hearing

Case Status: Open

Lead Attorneys: Jurisdiction: County Attorney's Office  
Defendant: Fictional Attorney

Case Flag: Interpreter required

Citation Number

Charges

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. **Type**- indicates what type of hearing the case is scheduled for.
4. **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.
5. **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).
6. **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