



Batch Citations Fact Sheet

Batch citation filing is the ability of external parties to file citations with the court in an electronic format. Successful batch citation filing is a collaborative effort that involves the participation of court administration, one or more law enforcement agencies, and a vendor with a product that can convert data into the CourtXML Citation schema format.

To Court Administration:

WHAT IS THE BENEFIT OF BATCH CITATIONS FOR COURT ADMINISTRATION?

- Eliminates the tedious data entry tasks associated with citation filing. Saves on human resources because data is entered only once.
- Improves consistency and accuracy by reducing human error because data is entered directly into the case management system.
- Eliminates cost, storage, and handling of paper.
- Allows for better service to the public and effective use of taxpayer funds.

WHAT DOES COURT ADMINISTRATION NEED TO DO?

If your court wants to receive (batch) citations electronically to MNCIS Odyssey, the first step is to talk to law enforcement agencies that submit citations to you. Law enforcement agencies must work with the vendor of their Record Management System (RMS) to batch up the citations and submit them to MNCIS Odyssey. The vendor must comply with the CourtXML Citation schema message format and follow the technical instructions, which are posted on the Court Integration Services web site: <http://www.mncourts.gov/is>. It will usually take some time for law enforcement agencies to work with their vendor to get this work completed before they are ready to submit citations to the court. Records Management Systems with a citation module are typically sold and maintained by a software vendor. APS, LETG, and BioKey are examples of vendors' law enforcement record management systems that have been used across the country.

To Law Enforcement Agencies:

WHAT IS THE BENEFIT OF BATCH CITATIONS FOR A LAW ENFORCEMENT AGENCY?

- Speeds up the exchange of data between organizations.
- Reduces loss of officer time by eliminating the delivery of paper citations.
- Allows law enforcement to receive electronic responses for each citation they submit electronically. Law enforcement can then work with their vendor to bring this information back into the RMS system.
- Provides an opportunity to subscribe to receive more detailed MNCIS Case Notification messages such as Case Disposition and Court Decision Notifications to close the loop on the case initiated by the citation.

WHAT DOES THE SUBMITTING LAW ENFORCEMENT AGENCY NEED TO DO?

There are certain requirements to pass citation data to the courts to which a submitting agency must adhere. Some of these requirements may include upfront development on the law enforcement agency's system. This development must be completed before an agency can submit citations to the court.

If the law enforcement agency wants to submit citations electronically to MNCIS Odyssey, first contact Court Administration to make them aware of your agency's intention. Then, the agency must work with the vendor of their RMS to batch up the citations to submit to the court in the required format. Vendors should be directed to the CourtXML Citation schema message format and to the batch citation technical instructions, which are posted on the Court Integration Services web site: <http://www.mncourts.gov/is>.

To Law Enforcement Agency Vendors:

WHAT DO LAW ENFORCEMENT AGENCY VENDORS NEED TO DO?

If law enforcement customers want to submit citations electronically to MNCIS Odyssey from your system, the citation batches must be submitted in the CourtXML Citation schema format which is posted on the Court Integration Services web site: <http://www.mncourts.gov/is>. Technical instructions are also posted on the web site. If there is a Ticketwriter system in the individual squads, the citations should be submitted in a batch via the RMS or via some other method. For each citation submitted in the batch, a response message will be returned that should be processed and returned to the submitting agency for their information or for follow up action.

The First Step

It is important for court administration and law enforcement agencies to work together. The first step is to set up a meeting whereby the parties involved can discuss how they are going to proceed, including the selecting of a vendor.

Information on Court Integration Services

For more information on Court Integration Services see: <http://www.mncourts.gov/is>.