



STATE COURT ADMINISTRATOR
 25 Rev. Dr. Martin Luther King, Jr. Blvd.
 Saint Paul, Minnesota 55155

Data Elements for Petitions Alleging Juvenile Delinquency, Juvenile Traffic Offender, or Juvenile Petty Offender

Rule 6.03 of the Minnesota Rules of Juvenile Delinquency Procedure establishes the required contents of petitions alleging Juvenile Delinquency, Juvenile Petty Offender, or Juvenile Traffic Offender. Rule 6.03 sets forth the required legal content and minimal administrative content of the petition, and directs the State Court Administrator to publish a list of required administrative data elements as determined by the Supreme Court Juvenile Delinquency Rules Committee. Below is the list of data elements to be provided by prosecutors in counties in which the courts are utilizing the Minnesota Case Information System (MNCIS) when filing a petition in a Delinquency, Juvenile Traffic Offender, or Juvenile Petty Offender case.

The elements are arranged in categories to suggest a logical location within the petition. **The court is not mandating the use of a particular form.** Prosecutors are free to vary the location of the elements. Prosecutors are also free to add additional information to the petition for their own or local purposes. However, only the elements published here will be tracked in MNCIS.

It is recognized that the prosecutor may not have all of the information detailed in these elements at the time of charging. Therefore, the elements have been categorized by level of importance to indicate: 1) the degree of need; 2) the purpose for which the court needs each element; and 3) the time period by which the information should be conveyed to the court if not done at charging. Elements listed as *Mandatory for Case Initiation* are the minimum items required to initiate a case in MNCIS. Elements listed as *Mandatory for Case Disposition* are pieces of information the court needs to complete its record of the case and/or that the court has a statutory obligation to pass on to other agencies following adjudication or conviction. Elements listed as *Mandatory for Case Processing* are items the court needs to know in order to determine what steps to take next, such as issuing notices, summons, etc. Elements listed as *Necessary* are pieces of information that are important to the court's or other agency's record keeping as indicated.

Petition Elements	Level of Importance
Case Level Information	
Juvenile's Name	Mandatory for Case Initiation
Alias Name(s)	Necessary (to assist BCA in compiling a complete record of criminal history)
Date of Birth	Mandatory for Case Disposition
Alias Date(s) of Birth	Necessary (to assist BCA in compiling a complete record of criminal history)
Juvenile's Address	Necessary (for additional identifying information, and for the court and other agencies to use in contacting the juvenile)
County of Residence	Necessary (for determining jurisdiction)

Petition Elements	Level of Importance
Name of parent(s), legal guardian, legal custodian, or nearest known relative	Necessary (for the court and other agencies to fulfill notice obligations and to use in contacting the juvenile)
Address of parent(s), legal guardian, legal custodian, or nearest known relative	Necessary (for the court and other agencies to fulfill notice obligations and to use in contacting the juvenile)
Name of child's spouse	Necessary (for the court and other agencies to fulfill notice obligations and to use in contacting the juvenile)
Address of child's spouse	Necessary (for the court and other agencies to fulfill notice obligations and to use in contacting the juvenile)
Indication that Petition has been amended (<i>if applicable</i>)	Mandatory for Case Processing
Whether Prosecutor Designates the Proceeding an EJJ Prosecution (<i>if applicable</i>)	Mandatory for Case Processing
Prosecutor's File Number	Necessary (for cross-referencing purposes)
SID – State Identification Number	Necessary (to assist BCA in compiling a complete record of criminal history)
Fingerprint Status	Necessary (to assist court in fulfilling its statutory obligation to order fingerprinting and photographing if not already done)
Per Count Information:	
Count Number	Mandatory for Case Initiation
Statute Type	Mandatory for Case Initiation
Offense Date (single date or range of dates)	Mandatory for Case Initiation
Statute Number and Text Description	Mandatory for Case Disposition
Offense Level	Mandatory for Case Initiation
Minnesota Offense Code (MOC)	Mandatory for Case Initiation for Felonies and Gross Misdemeanors
Controlling Agencies	Mandatory for Case Disposition for Felonies, Gross Misdemeanors, and Targeted Misdemeanors
Control Numbers	Mandatory for Case Disposition for Felonies, Gross Misdemeanors, and Targeted Misdemeanors
Control Function (Arresting Agency, Booking Agency)	Necessary (to assist BCA in matching up controlling agencies and control numbers)
Case Specific Factual Information:	
Driver's License Number (<i>if a driving offense</i>)	Necessary (when required for DPS certification)
Plate Number (<i>if a driving offense</i>)	Necessary (when required for DPS certification)
Accident Type (<i>if a driving offense</i>)	Necessary (when required for DPS certification)
Alcohol Concentration (<i>if a DWI</i>)	Necessary (when required for DPS certification)