Date: June 19, 2012

To: MN law enforcement agency and vendor personnel who work with eCitations

From: MN Judicial Branch

cc: Dana Gotz

Re: eCitation tracking processes

As part of its ongoing effort to ensure the best possible experience and outcomes for agencies using eCitations, the MN Judicial Branch has developed a few tips for users. Agencies will find that by following these tips users will experience fewer rejection messages and will be able to process eCitations more quickly. Some of these recommendations may require revising your current processes.

Tracking Submissions
Law enforcement agencies, with the support of their eCitation vendor as needed, should track and affirm that all electronically-submitted citations result in a case file in MNCIS. Designate a person or group of people and backup to monitor the e-file submission process. This includes tracking eCitation submissions, responding to error messages and handling rejections. This person or group of people will ensure that necessary corrections are made and eCitations are resubmitted in a timely manner.

TRUCKREG Offense Code Submissions
Offenses submitted with the TRUCKREG offense code do not get certified/passed to DVS and will not be added to the defendant's driving record at DVS. To ensure that conviction data is certified/passed to DVS, when applicable, use the proper offense code listed below in the Offense Table Code column.

Offense Table Code	Intended Use	Statute	Description
TRUCKREG	Truck and Common Carrier Regulations excluding those name below	To be specified by submitting agency	To be specified by submitting agency
49CFR177804	See required description at right	49 CFR 177.804	Driver under 21 - Interstate or Intrastate Loading Requiring Placards
49CFR39111b1	See required description at right	49 CFR 391.11.(b)(1)	Truck Regulation - Driver under 21 - interstate or intrastate load requiring placards
49CFR39115a	See required description at right	49 CFR 391.15.(a)	Trucking Regulation - Disqualified driver drives
49CFR3923	See required description at right	49 CFR 392.3	Trucking Regulation - Driver is ill, fatigued or incapable of safe operation of vehicle
49CFR39513d	See required	49 CFR	Trucking Regulation - Driver violations out -

	description at right	395.13.(d)	of-service order
49CFR39211	See required description at right	49 CFR 392.11	Trucking Regulation - Failure to slow at RR Crossing
49CFR39210a1	See required description at right	49 CFR 392.10.(a)(1)	Trucking Regulation - Failure to stop bus with passengers at RR crossing
49CFR39383	See required description at right	49 CFR 393.83	Trucking Regulation - Improper/defective exhaust
49CFR39111b5	See required description at right	49 CFR 391.11.(b)(5)	Trucking Regulation - No valid drivers license issued
49CFR3969c2	See required description at right	49 CFR 396.9.(c)(2)	Trucking Regulation - Operate out-of-service vehicle
49CFR39111b5	See required description at right	49 CFR 391.11.(b)(5)	Trucking Regulation - Operating vehicle with wrong license
49CFR39216	See required description at right	49 CFR 392.16	Trucking Regulation - Seatbelt violation in a commercial vehicle
49CFR39325f	See required description at right	49 CFR 393.25(f)	Trucking Regulation - Stop lamps not activated
49CFR39222	See required description at right	49 CFR 392.22	Trucking Regulation-Failure to operate emergency signals and/or warning devices when stopped on hwy
49CFR39388	See required description at right	49 CFR 393.88	Trucking Regulation-Operate bus with viewer or tv screen visible to driver

Issues and Errors

If you experience a submission issue, rejection or error message you are unable to resolve, the best protocol to follow for help depends on the problem and how your agency submits eCitations.

- If you submit using the BCA adapter and are having technical issues or trouble understanding error messages, contact the BCA at bca.servicesdesk@state.mn.us. Include the efile ID, batch number and citation number.
- If you submit directly to MNCIS and are having technical issues or trouble understanding error messages, contact the ITD Service Desk at ITDServiceDesk@courts.state.mn.us. Include the efile ID, batch number and citation number.
- If you are having trouble understanding rejection messages processed by a court user, contact the ITD Service Desk using ITDServiceDesk@court.state.mn.us. Include the efile ID, batch number, citation number, case type (mandatory or non-mandatory) and offense(s).

A list of common rejection errors is attached to this memo. After reviewing the list, if you are still having trouble please email either the BCA or ITD Service Desk at one of the above addresses.

The Court Payment Center may contact law enforcement agencies and vendors in the future as it works to resolve patterns related to rejected, duplicate or multiple citations issued from the same incident.

If you have any business process questions or concerns related to implementing the changes recommended in this document please contact Janelle Tupy, MN Court Payment Center Citation Entry Supervisor at janelle.tupy@courts.state.mn.us or Rebecca Becker, MN Court Payment Center Manager at rebecca.becker@courts.state.mn.us.

ECitation Rejection Error Messages

Common System Generated Rejection Messages

1. Duplicate Citation Number Found
2. BAC parameters are required on offense: [Offense Code, e.g., 169A332.]
3. A DateOfBirth may not be in the future.
4. The prosecuting agency: [Prosecutor ORI] is not valid based on the jurisdiction: [Jurisdiction Codes].
5. The degree code is invalid for the offense code specified.
6. SpeedingFineCalculation/SpeedActual must be higher than SpeedingFineCalculation/SpeedPosted.
7. BAC parameters such as Type and level are required with the offense.
8. Missing or invalid Speeding Fine Calculation parameter:SpeedActual, SpeedPosted.
9. A statute requiring a mandatory court appearance cannot be added to a case type that does not allow a mandatory court appearance. Offense Description {Motor Vehicle Registration - Failure to register new body}
10. The Speeding Fine Calculation is invalid for the offense code: [Offense Code]
11. MOC is required when the degree code is GMD or FEL.
12. One or more of the required parameters to the Wildlife Fine Calculation is missing or invalid. The required parameters are: NoAnimal.

These messages are less clear, however a request has been made to reference more user-friendly messages.

13. Procedure or function 'x_CitationIns' expects parameter '@DLNumberIN', which was not supplied. Native Error #: 201 SQL State: 42000
    a. This error means that the Driver's License number was too long.
14. The DPSGroup additional charge component is invalid for the offense code: [Offense Code]
    a. This error indicates that BAC parameters were included on a charge that does not allow BAC parameters.

Commonly Used Messages When Court Staff are Rejecting an eCitation

15. Incorrect case type (non-mandatory offenses submitted as mandatory case type, or other indicator(s) present that make non-mandatory offense(s) a mandatory case type).
16. Case should be filed in juvenile court.
17. No defendant or business name.
18. Offense code says PENDING.

Additional Resources for Help Understanding eCitation Rejection Messages

If you submit eCitations directly to MNCIS, then email ITDServiceDesk@courts.state.mn.us. Include the efile I.D., batch number, citation number, case type submitted (mandatory or non-mandatory), and offense(s) charged in your inquiry. If you submit eCitations through the BCA adapter, then email bca.servicedesk@state.mn.us. Include the efile I.D., batch number, citation number, case type submitted (mandatory or non-mandatory), and offense(s) charged in your inquiry.