MINNESOTA JUDICIAL BRANCH
INTEGRATION SERVICES

Batch Citation Service
Consumer Documentation

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1. Preface

This document describes the Minnesota Judicial Branch Integration Services Batch Citations service. The Batch Citations service allows agencies using electronic citation systems to create batches of citations that can be electronically transmitted to the Court. Each successfully processed citation will result in the filing of a case in the Minnesota Court Information System (MNCIS).
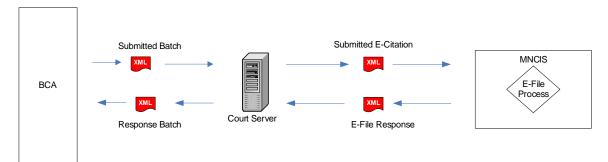

Figure 1 Batch Citations

2. Batch Citation Service Overview

The MNCIS Batch Citation process provides a mechanism for the BCA (Bureau of Criminal Apprehension) and HJIP (Hennepin Justice Integration Program) to submit citations electronically to the court. All submissions must be formatted in the published CourtXML format by the BCA or HJIP after it has received it from a submitting agency.

The processing of a batch of citations will result in a response file back to the BCA or HJIP that details the status of each citation within the batch. The possible statuses are 'Accepted', 'Rejected', and 'Pending Court Review'.

A 'Pending Court Review' status indicates the citation has been placed in a holding queue for further review by court staff.

A 'rejected' citation means the citation could not be processed and no court case has been created. Rejections can be of two types:

- A 'system rejection' will occur if the citation failed a validation edit or encountered some sort of technical error. Error text will be included in the rejection to indicate the nature of the failure.
- A 'user rejection' occurs if a court user rejects the citation from the MNCIS workflow queue. When this occurs, the rejection should include comment text as to the reason the citation is being rejected.

The status message for an 'Accepted' citation will contain the court file number.

2.1.   Process Steps

1. Issuing officers or agencies upload electronic tickets to a Law Enforcement Records Management System (RMS).
2. The agency that controls the RMS is responsible to ensure that the citations are verified and formatted in an XML document that conforms to the published BCA or HJIP citation schema.
    a. HJIP: Agencies located within Hennepin County and primarily issue citations in jurisdictions of Hennepin County will submit to HJIP.
    b. BCA: Statewide agencies, agencies not located in Hennepin County, or agencies that issue citations primarily in jurisdictions outside of Hennepin County will submit to the BCA.
3. The RMS or local system transmits their citations either to the BCA or HJIP.
4. The BCA or HJIP will transmit the citations to the Court.
5. The MNCIS batch process collects all submitted batches and processes them.
6. A response file is returned to the submitting agency.
7. If citations 'Pending Court Review' are subsequently processed by court staff, a new response will be sent in a subsequent batch response.
8. Agencies reconcile the results with their records and resubmit any rejected citations that have been corrected.

3. Access to the Batch Citations Service

An agency must be granted the specific right to use the service by the State Court Administrator's Office (SCAO).

3.1.   Timing

The State Court Administrator's Office controls the timing of submissions into MNCIS. The process is set to run at regular, pre-determined times each day. The processing generally runs every 10 minutes during the court workday and hourly in the off hours. Parking citations may not process immediately during peak court business hours. The BCA also has a schedule determined by the BCA.

3.2.   Other Services

Submitting agencies can subscribe to the court case notification service. This process is distinct from the batch citation process, and allows agencies to receive case initiation, disposition, and sentence notifications, etc. See the document Integration Services Technical Overview for additional information on Integration Services.

4. Revision History

Revision Date	Person	Description
12/27/2006	R. Rowan	Created.
6/15/2009	R. Rowan	Updated FTP folder locations.
2/2/2010	R. Rowan	Add Officer Notes Documentation. The entire text of the officer notes will now be included in a case event comment.
7/18/2011	R. Gosewisch	Updated for juvenile citation e-filing.
2/11/2017	R. Rowan	Document format changed. No content changed.
1/6/2025	J. Hoch	Document updated to reflect current processes.