



## Location Overview

Hennepin County, with a population of over 1.2 million people, is the most populous county in Minnesota. Many agencies in Hennepin County have implemented Court Integration Services. These services make it possible for their systems to exchange information with the Minnesota Court Information System (MNCIS). Integration services allow agencies to comply with state requirements, improve business processes and better serve residents. The following is a list of Hennepin County agencies and the integration services they use.

## Hennepin County Attorney's Office

The Hennepin County Attorney's Office (HCAO) uses a Case Management System called ProCase. They have implemented several Court Integration Services to aid in case management.

### Integrated eFiling Services – Case Initiation

- **Criminal Complaints** The HCAO uses ProCase to submit Criminal Complaints to the BCA's eCharging system. The BCA's eCharging system works in conjunction with Court Integration Services to file cases in MNCIS.
- **Juvenile eCitations** Most juvenile citations are filed electronically in ProCase. A few are also entered from paper. Once they are reviewed in ProCase, they are eFiled directly to MNCIS using Court Integration Services.

### Integrated eFiling Services – Case Updates

ProCase updates MNCIS case records using integrated eFiling services.

- The **Attorney Assignment** eFile service is used to update MNCIS when an attorney is assigned or removed from a case.
- The **Professional Party Assignment** eFile service is used to update MNCIS when there is a change in Victim Witness Advocate assignment.

### Case Notification Services

ProCase receives Case Notifications from MNCIS. These notifications are used to update case records within ProCase.

- **Case Initiation** When a criminal case is created in MNCIS, a Case Initiation-Criminal Notification is sent to ProCase. ProCase uses the prosecutor cross reference number on the Case Initiation notification to match the MNCIS case to the prosecutor case in ProCase and updates the



case. The information added in ProCase can include associated parties, charges and other offense information.

- **Hearing Trial Setting** When hearings are created and updated in MNCIS, Hearing Trial Setting notifications are sent to ProCase. These are used to update the case and HCAO calendar in ProCase.
- **Subject Party** When associated parties are changed in MNCIS, Subject Party notifications are sent to ProCase. The system uses this information to identify and update the defense attorney and attorney's office information.
- **Interim Conditions** Notifications containing interim conditions are generated as various decisions are made throughout the life of a court case. These conditions are recorded in ProCase.
- **Case Security** In MNCIS, the security level of court cases can change. Cases may be marked confidential, sealed, etc. When a change is made to case security, a notification is sent from MNCIS to ProCase. The corresponding case in ProCase is updated so that the Attorney's office remains in compliance regarding access to case information.
- **Warrant** Warrant notifications are sent to ProCase any time a warrant is issued or cleared.
- **Court Decision** When court charges, dispositions and court decisions are updated in MNCIS notifications are sent to ProCase so that the HCAO has current case outcome information.

#### Query Services

- **Case Get** The Hennepin County Attorney's office uses the Case Get query service when there seems to be a mismatch between ProCase and MNCIS. Mismatches can occur in a number of situations, for instance when a case is manually entered into MNCIS, which happens much less in Adult Court than in Juvenile Court. The CaseGet is primarily needed for some cases which are filed via eCitation or TabCharge directly with the court and they are identified as being part of the county jurisdiction when they are scheduled to as specific calendar.

#### Minneapolis City Attorney's Office

The Minneapolis City Attorney (MCA) uses a Case Management System called Practice Manager (PM). The city has implemented several Court Integration Services to aid in the eFiling of cases in MNCIS.



#### Integrated eFiling Services – Case Initiation

- **BCA eCharging** The MCA uses Practice Manager to submit Criminal Complaints and Citations to the BCA’s eCharging system. The BCA’s eCharging system works in conjunction with Court Integration Services to file cases in MNCIS.

#### Integrated eFiling Services – Case Updates

- **Other Agency Note to File** This service is used to update MNCIS with information about complaints that impacts the scheduling of hearings. It is also used to inform the Court and other agencies that a defendant is in custody on another matter and is already scheduled for court.

#### Case Notification Services

Practice Manager updates its cases and other information by receiving several types of case notifications.

- **Case Initiation Criminal** When a criminal case is created in MNCIS, a Case Initiation notification is sent to Practice Manager. The information is used to create a new case in Practice Manager or to update an existing record with information such as associated parties, charges and offense information.
- **Case Detail** A Case Detail notification is used to update Practice Manager when information such as assigned judge and case title change in MNCIS.
- **Hearing Trial Setting** When hearings are created and updated in MNCIS, Hearing Trial Setting notifications are sent to Practice Manager so that the MCA calendar can be updated.
- **Subject Party** When associated parties are changed in MNCIS, Subject Party notifications are sent to Practice Manager. This information is used to identify and update the defense and prosecuting attorneys handling the case.
- **Warrant** notifications are sent to Practice Manager when a warrant is issued or cleared.
- **Charges** When court charges are updated and disposed, and when sentences are entered in MNCIS, Practice Manager receives a notification that is used to update the corresponding case in Practice Manager.

#### Query Services

- **Case Get** Need to create a matter in PM for a case that was filed directly with court via eCitation or TabCharge. Sometimes attorneys need to get court case details that may not be available in other types of integrations, so a complete query of the court case is done. Practice Manager uses the Case Get query to access all details of a court case and update its records accordingly.



## Hennepin County Sheriff's Office – Jail

The Hennepin County Jail uses a Jail Management System (JMS) to operate the Jail. JMS has implemented integrated eFiling, notifications and query services.

### Integrated eFiling Services – Case Updates

JMS has implemented Other Agency Note to File and Hearing Schedule Integrated eFiling Services to record bail / bond details and to schedule first appearance hearings.

- **Other Agency Note to File** When defendants are arrested and booked on a tab charge and bail is set, it is recorded in JMS. An Other Agency Note to File eFile is automatically generated with this information. The information is added to the corresponding case in MNCIS so it can then be examined by court staff.
- **Hearing Schedule** When defendants are arrested and have a mandatory appearance, JMS uses the Hearing Schedule eFile to schedule a hearing in MNCIS.

### Notification Services

JMS uses notifications to keep its records in sync with MNCIS.

- **Criminal Case Initiation** When criminal cases are filed in Hennepin County courts, the jail is notified through the Criminal Case Initiation notification. This is needed for Tab Charge bookings and Probable Cause bookings to provide updated information while the defendant remains in custody. The notification includes the MNCIS case number and the associated charges filed in the case. A tracking case cross reference number included in the Case Initiation notification is used to match the MNCIS case to a tab charge or probable cause booking in the JMS.
- **Hearing Trial Setting** When court hearings are scheduled or reset, the jail is notified through the Hearing Trial Setting notification sent by MNCIS. This updates the inmate calendar so that transportation can be made available.

### Query Services

- **Case Get Query** When defendants are arrested on a bench warrant or A&D warrant, the paper warrant identifies the MNCIS case. JMS enters the MNCIS case number and uses the Case Get query to get all needed case details for jail records. This reduces the data entry needed for jail intake.



## Hennepin County Sheriff and Other Law Enforcement

### Integrated eFiling Services

**Case Initiation** The Hennepin County Sheriff and other law enforcement agencies in Hennepin County route incident information (non-citation cases) through the BCA eCharging application, which submits a case initiation eFile to ProCase (HCAO).

Citations for under 18 year olds are reviewed to determine if they should be filed with Adult court or submitted as a Juvenile Citation. Juvenile Citations are sent to the Hennepin County Attorney system ProCase for further review. They do not use the BCA eCharging application because that application cannot process juvenile citations.

## Hennepin County Sheriff's Office – eCourt Tab System

The Hennepin County Sheriff's Office Court Security and In Custody Records Divisions use software called eCourt Tab to determine release and/or hold decisions for inmates returning from court hearings. eCourt Tab utilizes Court Integration Services including Case Notification Services and Query Services.

### Notification Services

eCourt Tab uses a number of case notifications to maintain the current release status for inmates. The MNCIS case(s) identified for consumption are from the JMS Booking notifications and are stored in the eCourt Tab database for that booking instance; MNCIS notifications for those cases will be consumed until that booking is closed.

- **Hearing Trial Setting** When court hearings are scheduled or reset for cases included in an inmate's active booking, the eCourt Tab system database is updated through the Hearing Trial Setting notification. These are used to maintain the most recent hearing occurred details as well as the next scheduled hearings.
- **Charges, Charge Disposition and Court Decision** When court charges, dispositions and court decisions are updated in MNCIS, eCourt Tab receives notifications and updates the eCourt Tab database so that the most current charge and dispositional information is available for review.
- **Interim Conditions** Interim Conditions notifications include important hold/release decision details related to bail and other 'monitored' conditions of an individual's release. These notifications are used by eCourt Tab. Conditions that the Sheriff's office monitors are stored in the database.



### Query Services

- **Case Get Query** When defendants are arrested, the MNCIS case number is added to the JMS booking and added to the eCourt Tab database. Upon initial add to the database, a Case Get query is performed so that case details and the most current bail/condition information is obtained.

### Hennepin County Sheriff's Office – Warrant Office

The Hennepin County Sheriff's Warrant Office is responsible for managing warrants issued and served in the county. The Warrant Office uses LETG Warrants System to manage its warrants. This system integrates with MNCIS via the Warrant Notification and the Update Warrant Status eFile.

### Integrated eFiling Services

- **Warrant Status** When warrants are cleared by law enforcement, the warrant system files a Warrant Status Update eFile to update the court that the warrant is cleared.

### Notification Services

- **Warrant** When warrants are issued, MNCIS notifies the warrants system using a warrant case notification. When the Sheriff's office system receives the notification the data in its database is updated.

### Department of Corrections – Adult Corrections Facility (ACF) – Offender Management System (OMS)

### Notification Services

- **Other Agency Note to File** When inmates are booked into or released from the Adult Corrections Facility on a Hennepin county case (initial and final bookings only), the Offender Management System generates a booking notification which the Hennepin Broker processes. An Other Agency Note to File eFile is automatically generated with this information, and adds it to the case in MNCIS so the court has the booking information in MNCIS.

### Query Services

- **Case Get** When defendants are sentenced with local confinement, a warrant of commitment is sent to the ACF. This begins the intake booking process. OMS performs a Case Get query on the court case for which the defendant is sentenced to get the charges & sentence details. OMS then updates its records with this information.



### Department of Corrections – Adult Field Services – Court Services Tracking System (CSTS)

The Department of Corrections is responsible for providing supervised release programming for Hennepin County and uses CSTS to manage this information. For more information on CSTS, please see <http://www.mncourts.gov/mncourtsgov/media/IntegrationServices/Integration%20Partners/CommunityCorrections.pdf>

### Department of Corrections – Juvenile Detention Center (JDC), Juvenile Probation (JP), and County Home School (CHS)

The Department of Corrections - Juvenile Division manages the JDC, JP and the CHS. They use computer software called MAIn to help manage these facilities. MAIn receives Case Notifications from MNCIS to collect information about inmates assigned to these facilities.

#### Notification Services

- **Hearing Trial Setting** When hearings are set for juveniles under the jurisdiction of the Department of Corrections, MAIn receives a notification that is used to update its calendar. This ensures the juvenile will be transported to the hearing and informs the assigned probation officer of the hearing.
- **Warrant** MAIn receives warrant notifications. This keeps records up to date and ensures corrections staff can take any appropriate actions.
- **Charge.** Charge notifications allows MAIn to maintain accurate and current charge information.
- **Charge Disposition** Charge Disposition notifications ensure that MAIn records are accurate and in sync with court records.
- **Court Decision** A juvenile may be referred to probation or CHS as part of a court decision. MNCIS sends court decision notifications to MAIn. This information keeps records up to date and allows corrections staff to take any appropriate actions indicated by the court decision.

#### Public Defender Office

The Hennepin County Public Defender's office uses software called American Defender to manage their work. They have implemented a number of integration services to help with case management.

#### Integrated eFiling Services

- **Update Attorney Assignment** This eFile service is used to update MNCIS when a defense attorney assignment is modified.



#### Query Services

- **Case Get** When a public defender is appointed to a case in court, the case is opened in American Defender. Using the MNCIS case number, a Case Get query is performed to retrieve the court case data. American Defender adds this information to the public defender case record.

#### Notification Services

- **Hearing Trail Setting** American Defender receives notification when hearings are set or changed for defendants represented by public defender. American Defender updates the case with the date time and location of the hearing.