MINNESOTA JUDICIAL BRANCH
INTEGRATION SERVICES

What Are Notification Services?

Notification Services are a set of computer-based tools created by the Minnesota Judicial Branch (MJB). These services electronically transmit information from the Minnesota Court Information System (MNCIS) to the computer systems of court business partners when a court case is created or updated.

What Is a Notification?

Notifications are electronic transmissions from MNCIS to the computer systems of authorized court business partners. A notification contains information about a court case. When local or state agencies such as law enforcement, county attorneys, jails, and other court business partners receive a notification about a case, their computer system can use the information in the notification to update their own database or system.

What Is a Case Notification?

Case Notifications are electronic transmissions that provide information that a case has been initiated in MNCIS or that some information on an existing court case has changed. For instance, when a case is filed, a Case Initiation Notification can be sent. When a sentence is added to a case, a Court Decision Notification can be sent. There are more than 20 different types of Case Notifications. See the complete list below. Additional information can be found on the Court Integration Services website.

How Are Notification Services Used?

Notification services are used by many agencies in Minnesota. They are used to trigger computer activity when important information changes on a court case and the agency needs to take some action as a result. Here are some examples:

- A County Attorney case management system receives Hearing notifications when court hearings are scheduled and updated. It uses the notifications to update the County Attorney's master calendar in its system and to also update the individual calendars of the attorneys involved in the case.
- A County Detention Center computer system receives Court Decision notifications. When a Court Decision notification indicates an offender has been sentenced to incarceration or another program managed by the detention center, a number of actions are triggered to prepare for intake.

How Do Notification Services Work?

To use Notification Services an agency must register with Integration Services. See the Request Access web page on the Court Services website for details. The registration process allows an agency to select the case types and types of court actions for which it wants to receive notifications. A registered agency's computer system will start receiving the notifications they requested. The following list is an overview of the steps involved in the notification process.

1. An agency registers for notifications and tells MJB what types of notifications they want, and from which jurisdictions (statewide, a specific district or a specific county.)

2. MJB's systems have developed processes that recognize when a case is added or updated in MNCIS.

3. When an action occurs, MNCIS checks to see which agencies have registered for notifications of that type and from that jurisdiction.

4. MNCIS electronically transmits the requested notifications to those agencies.

5. When an agency computer system receives a notification, it needs to know what to do with it. Possibilities include using the information from the notification to update files within the agency system and/or initiating additional actions. The agency system will need to be programmed to handle the information. This needs to be done by the people responsible for maintaining the agency system, such as a vendor or in-house IT staff.

Compare Notifications and Queries

Notifications and queries are both useful for getting information from MNCIS. The primary difference is how the service is triggered. Notification Services send information immediately when that information added or updated within MNCIS, providing a local system with current information as soon as it is available.

Query Services allow a local system to request information at the time it is needed. For instance, an offender might be under supervision in a county. Instead of receiving notifications from all jurisdictions around the state, a probation officer may choose to use a query to check if an individual under supervision has had any cases filed in another county.

Many consumers use a combination of notifications and queries. More information about deciding which service to use can be found on the Integration Services website.

What Notifications Are Available?

Notifications are classified into several families; Bond Notifications, Case Notifications, Document Notifications, and Party Notifications. There are many different aspects to cases, and an agency may only be interested in a few of those aspects. To accommodate this, Case Notifications are broken down further into a number of types. Below is a list of all notification types:

- Bond Notifications – Any change to a bond.
- Case Notifications –
    - Agency Notes - A way for the court and its business partners to share information on a case.
    - Appeal - Announces that a case is under appeal.
    - Case Details – Includes court and judicial officer assignments, case number changes, and case flags.
    - Case Initiation Criminal – A case in the criminal category has been initiated.
    - Case Initiation Family – A case in the family category has been initiated.
    - Case Security – Includes changes to case security due to case deletions, expungements, sealing, and when cases become confidential.
    - Charge – Includes updates to criminal charges and pleas.
    - Charge Disposition – Includes updates to criminal pleas, charges, and dispositions.
    - Court Decision – Sentences or judgments made on a case.
    - Custody Release Order – Changes to custody status of a defendant on a criminal case.
    - Hearing Trial Setting – Includes hearings, hearing settings, courtrooms, and judicial officers.
    - Interim Conditions – Includes conditions placed on a criminal defendant until next hearing.
    - Juvenile Interim Placement – Includes updates to placement status of a juvenile before permanency placement.
    - No Contact Order – Orders for a defendant of a case to not make contact with the victims, witnesses, or other protected parties.
    - Other Agency Cross Reference – Includes additions or changes to another agency's case identifiers on a case.
    - Probation Order – Indicates some type of probation action is ordered or completed.
    - Public Defender Order – Indicates when a public defender has been appointed to a case.

- o Subject Party – Updates or additions of a subject party or any aspect of a subject party.
  - o Transport – An order to notify a transporting agency to transport a subject.
  - o Warrant – Includes additions, updates, or removing of arrest warrants in a court file.
- Document Notifications –
  - o Warrant Document – Provides the warrant image when available.
- Party Notifications –
  - o Party Merge – Indicates when two party records within MNCIS have been merged into one.

How to Get Started

Below is a summary of how to implement any of the Integration Services. More details are found in the Getting Started with Integration Services document found on the Integration Services web pages.

1. **Discussions with Business Partners**: The best way to start integration projects is to meet with all the affected parties including the Court Administrator, County Attorney, Corrections, Law Enforcement, Jail and other associated agencies, and the vendor or local IT staff. These discussions can help to determine the integration program's goals and objectives, the capabilities of the local agency's software, and the priority of each of the integration projects.
2. **Evaluate feasibility and costs**: For software provided by a vendor, the vendor should be able to determine the feasibility and costs of making their software utilize Integration Services. If the system was developed in-house, then the local software developers can determine feasibility and costs.
3. **Request Access to Court Integration Services**: When one or more notification ideas have been chosen, the agencies affected need to request access to the Integration Services.
4. **Develop and Test**: Integration Services provides many documents and resources to assist with development and testing. This includes technical documents, sample messages, sample programs, and access to a test environment.
5. **Put into Production**: When ready, your local application can be redirected from the testing environment to work in production. Do a final check with Integration staff to be sure your production subscription is active.