



Party Notification Service

Consumer Documentation

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1. Preface

This document describes the Integration Services Party Notification service. It provides information about the purpose of this service and details the output message.

See the document [Integration Services Technical Overview](#) for additional information on how to use Integration Services.

2. Overview

The Party Notification service is a mechanism that allows court business partners to have data about parties delivered to their applications when specific events relating to Parties occur in MNCIS. A Party Notification message is not an official court document. There is a pre-defined list of events that will trigger its publication, and a pre-defined list of data elements.

In addition to Party Notifications, Integration Services also offers Subject Party notifications which are categorized as a type of Case Notification. Please see the [Case Notification Service Consumer Documentation](#) for additional details on what events will trigger a Subject Party notification and what information a Subject Party notification would provide.

The Party Notification service is designed to transmit data between two computer systems. Any user interaction or processing that needs to happen with the data after it is transmitted, such as screens, reports, or email messages will need to be developed by those responsible for the receiving system.

The Party Notification service is just one of the services in the Court Integration Service Catalog. Refer to the Court Integration Services website for a complete list of available services.

3. Messages

Party Notification messages use the soap message structure. See the Integration Services Technical Overview for more information on the general format for Integration Services messages.

The PartyNotification schema defines the message format that makes up the party message used by this service. Please refer to the Integration Services website to identify which version of this schema is current for this service. The schema provides the most current data structure for these messages.

3.1. *Party Notification Message*

3.1.1. Message Definition

Push SOAP Action: <http://www.courts.state.mn.us/IS/02/PartyNotification>
Pull SOAP Action: <http://www.courts.state.mn.us/IS/02/PullHeldPartyNotification>
Release SOAP Action: <http://www.courts.state.mn.us/IS/02/ReleaseHeldPartyNotification>
Schema: PartyNotification

Root Element: PartyNotification

3.1.2. Message Details

The information included in a Party Notification will depend on the type of event that triggered the notification.

3.1.2.1. Party Merge Notification

There are times when court staff discover that two separate party records have been created for the same person or business. When this happens, court staff will often merge one party record into another. The result is that all of the cases, warrants, charges, etc. that were associated with either of the party records previously will now be associated with the single surviving party record, which we call the Target Party. The party record which is removed from MNCIS is called the Source Party.

A Party Merge Notification message contains the Triggered Date and Time, the Notification Event, the Target Party, the Source Party, and any associated Person Other IDs.

Some of our partners use the Party Merge Notification to replace references in their system to the Source Party Key with the Target Party Key.

Triggering Events	Additional Information
PartyMerge	Two parties have been merged within MNCIS.

4. Usage

4.1. Authorization

A consumer must be granted a specific right to use the Party Notification Service. Once this right has been granted, the information that is returned by the service is governed by the access rights the consumer has to MNCIS case records, and on their subscription. For instance, a subscriber who has rights to access criminal cases but not family cases would only receive party notifications associated with parties that are connected to criminal cases. Refer to the document called 'Integration Access Rights to MNCIS Case Records' (available on the Integration Services website – <http://www.mncourts.gov/is>) for an overview of the process for requesting access to use court integration services.

4.2. Subscriptions

In addition to the access rights referenced in the section above, there are three additional configurable criteria that can be used to define the scope of a subscription: MNCIS Node(s), Lines of Business and Notification Types. These criteria, in various combinations, should allow a consumer to subscribe to the subset of notifications that most closely meets the business needs of the subscribing agency.

4.2.1. MNCIS Node(s)

A subscription specifies the court or courts from which the consuming agency wishes to receive notifications. Cases within MNCIS are organized into a hierarchy of nodes that represent the organization of district courts across the state. The node structure in some counties reflects the existence of satellite courts or other additional court subdivisions. A subscription may be restricted to any node that is configured within MNCIS. These are some examples of nodes that are configured in MNCIS:

- Statewide
- 1st District
- Hennepin Criminal Brookdale
- Hennepin Family
- Ramsey Juvenile
- Stearns County
- St. Louis, Duluth
- Yellow Medicine County

4.2.2. Lines of Business

At the highest level, MNCIS categorizes cases into the following four lines of business:

- Criminal
- Family
- Civil
- Probate (and Mental Health)

Subscriptions may be configured for all cases within a line of business, or to various subsets of case types within a line of business.

4.3. *Receiving Notification Messages*

Notification messages can be “Pushed” to either IBM MQSeries queues or Web Services. They can also be “Pulled”. See the document ‘Integration Services Technical Overview’ for additional information on how notification messages can be received.

5. Troubleshooting

5.1. *Message Retention*

Messages are retained for the Party Notification service for 14 days.

5.2. *Problem Resolution Steps*

Please review the document ‘Integration Services Technical Overview’ for general steps that can be taken to resolve issues with the use of this service.

6. Document Revision History

Date	Author	Revision Highlights
4/20/2017	E. Sczygelski	Created this document.