

**When does the electronic submission of citations become mandatory?**

Per Minn. R. Crim. P. 1.06 subd. 2, agencies are required to submit citations electronically to the courts effective July 1, 2016.

**Do electronically produced citations need to follow the new standard citation format?**

Yes. The approved standard citation format and the amended Rules of Court apply to both paper and electronic citations. See [Statewide Standard Citation](#).

**Are there any exceptions to the mandatory electronic submission of citations?**

Yes. In the event that the citation information is unable to be sent electronically either due to technical difficulties or system error, the paper citation may be filed with the court. Also see [authorized agencies who may file charging documents by paper](#). Contact your eCitation vendor, the Court ([itdservicedesk@courts.state.mn.us](mailto:itdservicedesk@courts.state.mn.us)) or the BCA ([bca.servicedesk@state.mn.us](mailto:bca.servicedesk@state.mn.us)) about technical difficulties or system errors.

**Will Juvenile citations be required to be electronically submitted?**

Per Minn. R. Juv. Del. P. 6.02, subd. 2, juvenile citations must be filed electronically by a means authorized by the State Court Administration (SCA) when the technology is available. Otherwise, the citation may be filed in paper form as approved by SCA. Currently, only Hennepin County is using an electronic citation. The SCA will facilitate a statewide rollout when technology becomes available. Currently, there is not a statewide standard format required for paper juvenile citations. When a standard format is developed, it will be made available. In the meantime, law enforcement agencies should follow the current process for writing and submitting paper citations.

**What happens if my agency attempts to use eCitations for a case type not allowed, such as certain juvenile cases?**

The Court will reject the eCitation and law enforcement will need to resubmit the citation to the county attorney.

**What if our agency currently uses some eCitations, but also issues some paper tickets for certain cases or for counties outside our primary jurisdiction?**

You must file all citations electronically. Work with your eCitation vendor if you also file citations outside of your home jurisdiction. Contact [state.standard.citation@courts.state.mn.us](mailto:state.standard.citation@courts.state.mn.us).

**What happens to the eCitations that get rejected from the BCA or the Courts?**

Citations are referred back to the submitting agency. It is the responsibility of the submitting agency to correct and resubmit the rejected eCitation in a timely manner.

**Should law enforcement include definition or penalty statutes in the citation submission?**

The electronic submission of citations does not allow for the submission of definition or penalty statutes. These statutes are processed as separate and independent counts rather than combined to further define an offense (e.g., DWI).

**How will the eCitation be numbered?**

To ensure statewide citations have a unique number, the following numbering standard is included on each citation:

- 12 digits maximum length
  - ✓ No alpha characters accepted. Courts require numerals for Interactive Voice Response (IVR) phone payment options
- 2-digit county number (e.g. 38, Lake County)
- 2-digit ORI code extraction (6th and 7th number of an agency's ORI to uniquely identify agency along with the county number (e.g., MN0380000: ORI for Lake County Sheriff))
- 8-digit numerical sequence
  - ✓ Numerical sequence can include agency specific information (e.g., 2-digit year, Platoon Number; etc.)
  - ✓ Agencies may not need all 8 digits, depending on volume
- Leading zeros will be printed on the citation in unused sequential number fields

A sample of a citation number is as follows:

3 8 0 0 0 0 0 0 0 0 0 1

\*Note that Tribal law enforcement agencies, Metropolitan Council, Minnesota State Patrol have special designations. Contact [state.standard.citation@courts.state.mn.us](mailto:state.standard.citation@courts.state.mn.us) with questions.

**What are my options to comply with the amended Court Rule on eCitations?**

- Purchase an integrated RMS with mobile ticket writer from an eCitation vendor.
- Utilize the BCA eCharging web application.

**Are law enforcement agencies required to use a specific eCitation vendor?**

No. Law enforcement may select a vendor that meets their requirements. It is recommended that you consult with other law enforcement agencies prior to selecting a vendor. Learning about the experiences of other law enforcement agencies may be helpful in selecting the right vendor for your agency. Once an agency has selected an eCitation vendor, the vendor is expected to work very closely with the Bureau of Criminal Apprehension (BCA) and State Court Administration (SCA).

**What are the benefits of an integrated eCitation system?**

- Reduces and potentially eliminates the need for paper citations in the squad car.
- Eliminates the need for manual data entry. Records are retained for reporting purposes within your records management system (RMS).
- Enables the ability to swipe driver's licenses or initiate a motor vehicle plate search to populate the citee information.

**What are the benefits of an integrated eCitation system?** *(continued)*

- Automatically validates the citation data as part of the citation submission process.
- More accurate and timely information is available to the officer because citation data latency is reduced.
- Allows easy access to dispatch, crash and incident reporting, other State systems such as DPS/DVS records, hot files, and warrant information when the officer uses a mobile device.

**What are the costs of an integrated eCitation system?**

The implementation and on-going operational costs vary depending on the size of the implementation, the eCitation vendor's pricing model, etc. Factors that influence the cost include hardware, software, integrations, and connectivity.

**How do I learn more about available eCitation vendors?**

Contact the BCA and local law enforcement agencies for a list of eCitation vendors.

**What is the process for obtaining an integrated eCitation system?**

1. Identify requirements. If you have questions about developing a list of requirements, consult with the BCA, other agencies that have implemented eCitations, and/or the SCA staff.
2. Request a proposal from several eCitation vendors and select a vendor.
3. Work with SCA, BCA and your chosen vendor to implement and train the eCitation solution.
4. Complete the BCA Joint Powers Agreement and Court Amendment agreement. Contact Karen Roatch at [karen.a.roatch@state.mn.us](mailto:karen.a.roatch@state.mn.us).
5. Determine the communication and roll-out plan for your agency. This should include creating documentation on how to review, correct, and resubmit rejected submissions, and how to address hardware or software issues encountered during call or stop. See [eCitation resources](#).
6. Work with SCA and BCA to test the integrated eCitation software in a test environment to ensure everything is working correctly before implementing in a production environment.

**Are there any lower cost options?**

In July 2015, the BCA implemented an eCharging web application. This solution may be more suitable for smaller agencies that do not issue many citations annually. Issuing a citation using the BCA solution is a two-step process:

1. The officer issues a paper citation and distributes a copy to the defendant. The officer retains a copy for agency records.

**Are there any lower cost options?** *(continued)*

2. The officer copy will then be entered manually into the BCA eCharging web application when the officer returns to the office. Once the citation is entered into the BCA eCharging web application, it is electronically sent to the courts.
3. Law enforcement will need to monitor the submission process to ensure the successful submission of the citation data.
4. Law enforcement should retain a copy of the citation for their records.

**Additional Recommendations**

Costs associated with using the BCA eCharging web application as the eCitation solution may appear to be nominal, but to ensure an agency selects the most suitable solution, they are encouraged to explore all options before making a final decision.

Law enforcement agencies that write a high volume of citations will significantly benefit from having an eCitation tool integrated with an RMS. Some of the key benefits include improved data accuracy, built-in reporting and increased officer efficiency. An integrated RMS system is a proven long-term solution.

**What are the benefits of the BCA web application?**

- Paper citations can be manually entered into the BCA system and automatically submitted to the courts in order to comply with the amended Court rules.
- The BCA application allows the user to search for a defendant by a driver's license number or last name and date of birth. Law enforcement can then select the party and have it automatically populate the party information in the required fields.
- The BCA application validates the citation information prior to submission which reduces the chance that the citation will be rejected by the courts.

**What are the costs of using the BCA web application?**

- There are no direct costs for using the BCA web application; however, your agency may need to establish a CJDN (Criminal Justice Data Network) connection in order to interact with the application. The BCA VPN service is available for agencies at a cost of \$15 a month for access and a \$100 cost for the VPN fob, which lasts about 4 years.
- Agencies are required to execute the *Master Joint Powers Agreement and Court Amendment* with the BCA prior to submitting citations to our production environment.
- Users are required to manually enter the citation data from the paper citation into the BCA web application which may result in typographical errors during data entry. It's critical that the citation number is correctly entered.

**What is the process for initiating eCitations using the BCA eCharging web application?**

1. Ensure you have an Originating Agency Identifier (ORI). If you need one, contact Karen Roatch at [karen.a.roatch@state.mn.us](mailto:karen.a.roatch@state.mn.us).
2. Contact BCA Service Desk for access, setup and user training needs at [BCA.ServiceDesk@state.mn.us](mailto:BCA.ServiceDesk@state.mn.us).
3. Ensure that your BCA notifications are configured to notify your agency of any rejected submission(s).
4. Work with SCA and BCA to test the submission of eCitations in a test environment.
5. Determine communication and roll-out plan for your agency and include creating documentation on how to review and correct rejected submissions. See [eCitation resources](#).

**Who can I contact with additional questions?**

Additional questions regarding eCitation can be sent to the following email address: [state.standard.citation@courts.state.mn.us](mailto:state.standard.citation@courts.state.mn.us)