

# Hennepin County Attorney eCharging through ProCase

Prosecutor Case Management System Integration with BCA eCharging  
Adult Criminal Complaint Workflow Overview

Hennepin Law Enforcement agencies submit cases electronically to the Hennepin County Attorney using docSHOP. These case submissions appear in an intake queue in our criminal case management system, **ProCase**.



# docSHOP

Document Sharing Operations docSHOP

Working Together For Safety, Health and Stability

Login Status  
Name: BTY861  
00:30:00 [Log Out](#)

[Search Documents](#) [Case Submission](#) [Tools](#) [Help](#) [Home](#)

**Police Incident Submission Wizard** [Cancel](#)

Agency

Incident Details

Subjects

Subject Responsible Parties

Victims

Victim Responsible Parties

Investigators

Notes

Police Report

Confirm

Additional Files

Search For A Case To Act On:

Charging Agency CCN:

Charging Agency:  ☐ \*Show All Agencies

Reset

Next →


# docSHOP

**Police Incident Submission Wizard For Case Control Number 12345678**

✖ Cancel

AgencyIncident DetailsSubjectsSubject Responsible PartiesVictimsVictim Responsible PartiesInvestigatorsNotesPolice ReportConfirmAdditional Files

Incident Date:



Incident Street Address/  
Intersection:

Community Of Offense:

State/Zip:

Location Description:

Reset

← Back

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# docSHOP

## Police Incident Submission Wizard For Case Control Number 12345678

[Cancel](#)

Agency	Incident Details	Subjects	Subject Responsible Parties	Victims	Victim Responsible Parties	Investigators	Notes	Police Report	Confirm	Additional Files
--------	------------------	----------	-----------------------------	---------	----------------------------	---------------	-------	---------------	---------	------------------

### Subject Details

Organization?: ☐

Name:

AKA:

DOB:

Gender / Race:

Gang Name:

### Address/Phone

### Subject Identifiers

### Arrest Details

[Save New Subject](#)[Cancel](#)

Last	First	Middle	Suffix	DOB	Gender	Race	
No records found.							

[← Back](#)[Next →](#)

# docSHOP

**Police Incident Submission Wizard For Case Control Number 12345678**Cancel

Agency

Incident Details

Subjects

Subject Responsible Parties

Victims

Victim Responsible Parties

Investigators

Notes

Police Report

Confirm

Additional Files

Name:

-- enter last name --

-- enter first name --

-- enter middle --

--Select Suffix--

Primary Contact?:

☒

\*at least one investigator must be checked as the primary contact.

Rank:

--Select Type--

Badge #:

BCA eCharging User ID:

Phone #:

Primary

Email:

Save New Investigator

Cancel

Last	First	Middle	Suffix	Rank	Badge #	User Id	Phone	Email	Primary?
No records found.									

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# docSHOP

## Police Incident Submission Wizard For Case Control Number 12345678

 Cancel

Agency	Incident Details	Subjects	Subject Responsible Parties	Victims	Victim Responsible Parties	Investigators	Notes	Police Report	Confirm	Additional Files
--------	------------------	----------	-----------------------------	---------	----------------------------	---------------	-------	---------------	---------	------------------

Submission Notes:

Discussion Needed?:

☐

Reset

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# docSHOP

## Police Incident Submission Wizard For Case Control Number 12345678

 Cancel

Agency	Incident Details	Subjects	Subject Responsible Parties	Victims	Victim Responsible Parties	Investigators	Notes	Police Report	Confirm	Additional Files
--------	------------------	----------	-----------------------------	---------	----------------------------	---------------	-------	---------------	---------	------------------

Title:

Police Report

Select Subject(s) to add documents:

☒ John, Smith,

Reset

\* Police Report has to be less than 200MB.

+ Select File

Documents For John, Smith,

	Title	File Name	Size	Submitted Date/Time	
--	-------	-----------	------	---------------------	--

No records found.


No documents found for John, Smith,

← Back

Next →



# ProCase Intake View

 ProCase

Home Party Intake Case Appeals Calendar Recent Items MAYA ZOOK

Messages

Create New...

Case # Go

Party Go

My Active Tasks

Immediate Actions

Intake > Case Entry : 24A00022

[Back to List](#)

**Intake Warnings**

- The case has no victims assigned, but LE has provided victim information.
- No Sr. Attorney is assigned for case.

[LE Report Info](#) | [Booking Info](#) | [Details](#) | [Subject](#) | [Investigator](#) | [Victim](#) | [Victim Responsible Party\(s\)](#) | [Notes](#) | [Additional IDs](#)

Case Info Law Enforcement Information Booking Info

[Law Enforcement Info - Case Attributes]

Agency:	Bloomington	Incident Address:	5750 DULUTH ST	Custody Indicator:	<input type="checkbox"/>
CCN:	24031301	Incident City:	Golden Valley	Arrest Date/Time:	03/13/2024 08:35 AM
Offense Date:	03/13/2024	Incident State:		Possible Bridge Case:	<input type="checkbox"/>
Offense Category:	Theft-Take/Use/Transfer Movable Prop-No Consent				
Offense Description:	Theft-Take/Use/Transfer Movable Prop-No Consent 609.52.2(a)(1)				
Incident Zip:	554220000				

[Booking Info - Case Attributes]

Found 0 adult booking(s) and 0 authority to detain pre-booking(s).

[SILS Info - Case Attributes]

Agency:	Incident Date:	SILS Tracking ID:
CCN:	Incident Description:	MNCIS Case Number:
PCN:	24A00022	
Division:	<div>--None--</div>	
Team:	<div>--None--</div>	
Charging Agency:	<div>Bloomington</div>	
Charging Agency CCN:	<div>24031301</div>	
Offense Date:	<div>03/13/2024 08:35 AM</div>	
Offense Category:	<div>Theft-Take/Use/Transfer Movable P</div>	
Assigned Sr. Attorney:	<div></div>	
Offense Type:	<div>--None--</div>	
In Custody Status:	<div>No</div>	
In Custody Reason:	<div></div>	
Hold Expiration 36 Hr:	<div></div>	
Hold Expiration 48 Hr:	<div></div>	
Alert Text:	<div></div>	

LAW ENFORCEMENT AGENCY'S SUBMISSION DATA  
POPULATES CASE ATTRIBUTES IN PROCASE.  
CASE IS CREATED, COMPLETED BY INTAKE,  
ASSIGNED TO PROSECUTOR TO REVIEW.

In ProCase, assigned Sr. Attorney classifies case, assigns to Decision Attorney to review and enter case decision. Decision is automatically sent to submitting investigator via email notification.

Decision Attorney then proceeds to draft Complaint charges & Probable Cause Statement.

# ProCase Charges Screen – Probable Cause

Case #: 24A00022  
Open Date: 11/8/2024  
AOR1: Arneson, Thomas S.

Charging CCN: 24031301  
Investigator: PAUL, JOANNE  
Defense Attorney:

Offense: T THEFT  
Decision: Charge  
Next Hearing:

Division/Team: Community Prosecution / Property  
MNCIS #:

Charges

Bail & Conditions

Extension

Vehicles

EJJ/C

[View Rule 7 And 9 Documents](#)  
[Mark Ready for Review](#)

**Name on Complaint:** Testrecord, Julie Ann - 05/01/1975  
**AKA's to Appear on Complaint:**  
**Type of Complaint:** Summons  
**Probable Cause Statement:** Complainant has investigated the facts and circumstances of this offense and believes the following establishes probable cause:  
  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  
  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  
  
**Scheduling Info:** Scheduling Info for Court Staff - visible to eCharging parties (investigator, judge, judicial clerks)  
  
**Notes:** Internal Note field for attorney/legal support staff - i.e., please proof/review (not visible to eCharging parties)  
  
Note to legal secretary: please proof/  
REVIEW COMPLETED - M.ZOOK

COMPLAINT DETAILS INCLUDING  
PROBABLE CAUSE STATEMENT,  
COMPLAINT TYPE, SCHEDULING  
INFO ENTERED HERE

Save

Cancel

# ProCase Charges Screen – Offense Counts

Case > New Case Count

Subject: Testrecord, Julie Ann  
Case #: 24A00022  
Open Date: 11/8/2024  
AOR1: Arneson, Thomas S.  
Hold Expiration 36 Hr:

Charging Agency: Bloomington  
Charging CCN: 24031301  
Investigator: PAUL, JOANNE  
Defense Attorney:  
Hold Expiration 48 Hr:

Offense Date: 3/13/2024  
Offense: T THEFT  
Decision: Charge  
Next Hearing:

Stage/State: Decision / Decision Made  
Division/Team: Community Prosecution / Property  
MNCIS #:

Count Number: 1

Count Begin Offense Date: 03/13/2024

Count End Offense Date:

Statute Search Type:

Search Criteria:

Charge Statute:

Statute Title:

Statute Offense Level:

Drug Type:

MOC: [MOC Codes](#)

Recommended Minimum Sentence: Use Recommended

Minimum Sentence:

Recommended Maximum Sentence: Use Recommended

Maximum Sentence:

COMPLAINT COUNTS ENTERED ON OFFENSE SECTION OF CHARGES SCREEN - STATUTE SEARCH LINKS TO PROCASE OFFENSE LIBRARY WHICH INTEGRATES DIRECTLY WITH BCA'S STATE STATUTE SERVICE, MNCJSS. PROCASE OFFENSE LIBRARY CONTAINS HCAO-SPECIFIC OFFENSE LANGUAGE FOR COMMONLY CHARGED OFFENSES.

Associated Penalties/Modifiers

Add Associated StatuteQuick Add Modifier

Cite	Title	Offense Level	Minimum Sentence	Maximum Sentence
No data to display				

# ProCase – Selecting Charge Statutes

Case > New Case Count

Subject: Testrecord, Julie Ann  
Case #: 24A00022  
Open Date: 11/8/2024  
AOR1: Arneson, Thomas S.  
Hold Expiration 36 Hr:

Charging Agency: Bloomington  
Charging CCN: 24031301  
Investigator: PAUL, JOANNE  
Defense Attorney:  
Hold Expiration 48 Hr:

Offense Date: 3/13/2024  
Offense: T THEFT  
Decision: Charge  
Next He

Stage/State: Decision / Decision Made  
Division/Team: Community Prosecution / Property  
MNCIS #:

Count Number: 1  
Count Begin Offense Date: 03/13/2024  
Count End Offense Date:  
Statute Search Type:  
Search Criteria:  
Charge Statute:  
Statute Title:  
Statute Offense Level:  
Drug Type:  
MOC:  
Recommended Minimum Sentence: Use Recommended  
Minimum Sentence:  
Recommended Maximum Sentence: Use Recommended  
Maximum Sentence:

Associated Penalties/Modifiers

Add Associated Statute Quick Add Modifier  
Cite Title Offense Level

Charge Statute Search - Work - Microsoft Edge

https://procaseuat/ProCase/case/chargestatutesearch?ReturnFunction=OffenseLookupDoneCharge&OffenseBeginDate=03/13/2024&OffenseEndDate=03/13/2024

Charge Statute Search

Statute Cite	Chapter	Section	Sub Division	Search Name	Title	Charge Language	Offense Level
609.52.							F
609.52.2(a)(1)	609	52	2(a)(1)	THEFT TAKE USE OR TRANSFER MOVABLE PROPERTY NO CONSENT THEFT- PERSON Theft- Felony	Theft-Take/Use/Transfer Movable Prop-No ...	That on or about %OffenseDate%, (Crime ...	F

Select  
Title: Theft-Take/Use/Transfer Movable Prop-No Consent  
Charge Language: That on or about %OffenseDate%, (Crime Address & City) in Hennepin County, Minnesota, %Subject% intentionally and without claim of right, took, used, transferred, concealed or retained possession of movable property belonging to (victim) without consent and with the intent to deprive the owner/entity permanently of possession of the property, and the property

Select	Statute Cite	Title	Offense Type	Offense Level	Minimum Sentence	Maximum Sentence	Conditional Penalties	Effective Date	Expiration Date	GOC
<input type="checkbox"/>	609.52.3a(2)	Theft - Theft Act Creates Reasonably Foreseeable Risk of Bodily Harm; Stat Max Sent 50 percent longer	Penalty	F			PLUS A 50% INCREASE TO STATUTORY MAX	8/1/2007		
<input checked="" type="checkbox"/>	609.52.3(3)(a)	Theft - Value of property or services \$1001 - \$5,000	Penalty	F		5 YEARS AND/OR \$10,000		8/1/2023		
<input type="checkbox"/>	609.52.3(2)	Theft - Value over \$5,000 or trade secret, explosive, Controlled Substance I or	Penalty	F		10 YEARS AND/OR \$20,000		8/1/2023		

# ProCase – Bail & Other Complaint Details

Case > Edit Case Charges : 24A00022

Subject: Testrecord, Julie Ann

Case #: 24A00022

Open Date: 11/8/2024

AOR1: Arneson, Thomas S.

Hold Expiration 36 Hr:

Charging Agency: Bloomington

Charging CCN: 24031301

Investigator: PAUL, JOANNE

Defense Attorney:

Hold Expiration 48 Hr:

Offense Date: 3/13/2024

Offense: T THEFT

Decision: Charge

Next Hearing:

Stage/State: Decision / Decision Made

Division/Team: Community Prosecution / Property

MNCIS #:

Charges

Bail & Conditions

Extension

Vehicles

EJJ/Cert

Bail Type

[Bail Guidelines](#)

Bail: --None--

Save

Cancel

Factors to Consider

Add Factor To Consider

Description	Additional Information
No records to display	

Conditional Release Terms

Add Conditional Release Term

Description	Additional Information
-------------	------------------------

BAIL TYPE, VEHICLE DETAILS  
AND OTHER FACTORS ARE ALSO  
ENTERED ON CHARGES SCREEN  
IN PROCASE

## ProCase – Complaint Charges Entered

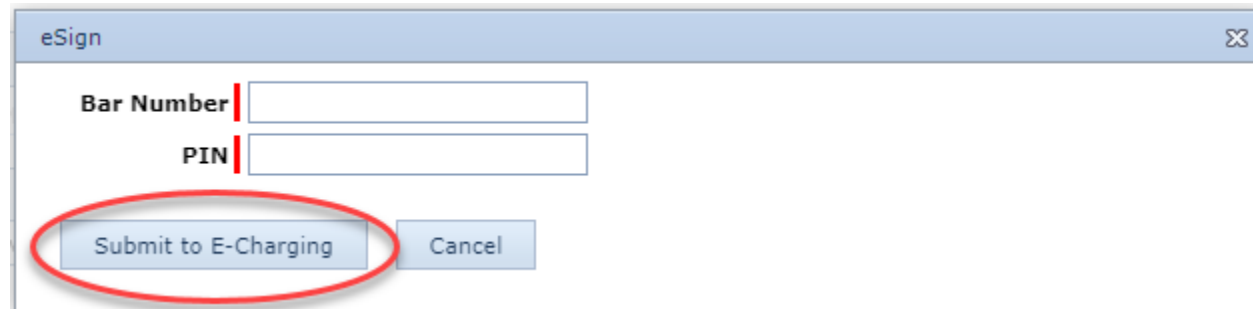
ONCE PROBABLE CAUSE & COUNTS  
ARE ENTERED, COMPLAINT CAN BE SENT TO  
LEGAL SUPPORT STAFF TO REVIEW  
OR SUBMITTED DIRECTLY TO ECHARGING





# eSigning Complaint from ProCase

Decision Attorney is prompted to eSign  
Complaint and Submit to eCharging



The image shows a software dialog box titled "eSign" with a close button (X) in the top right corner. Inside the dialog, there are two input fields: "Bar Number" and "PIN", each preceded by a red vertical line. Below these fields are two buttons: "Submit to E-Charging" and "Cancel". The "Submit to E-Charging" button is circled in red.

eSign

Bar Number |

PIN |

Complaint is now assigned to Law Enforcement in the eCharging Workflow. Investigator can eSign complaint OR reject complaint back to HCAO prosecutor

Generated Date Time	Charging Workflow Status
11/08/24 10:53 AM	Assigned to Law Enforcement
11/08/24 10:49 AM	Assigned to Law Enforcement
11/08/24 10:49 AM	Signed by Prosecuting Authority

# PROCASE – BCA ECHARGING NOTIFICATIONS

HomePartyIntakeCaseAppealsCalendarRecent ItemsMAYA ZOOK

Case > BCA Notifications

Subject: [REDACTED]  
Case #: 2  
Open Date: 11/11/2024  
AOR1: Egan, Daniel

Charging Agency: Minneapolis  
Charging CCN: [REDACTED]  
Investigator: Schwartz, Jamy Lee  
Defense Attorney:

Offense Date: 11/6/2024  
Offense: A ASSAULT  
Decision: Charge  
Next Hearing: [REDACTED] 30 PM [Felony First App - First Appearance PSF 141]

Stage/State: Prosecution / In Progress  
Division/Team: Adult Prosecution  
MNCIS #: [REDACTED]

Notifications

Generated Date Time	Charging Workflow Status	Complaint Type	Assigned to Party	Court File Number	Bail Amount	Conditions Release	Reason Text	Warrant Restriction	Night Cap
11/07/24 02:29 PM	Accepted by MNCIS	Order of Detention	User, Hennepin	27-Cf [REDACTED]	30000				
11/07/24 01:01 PM	Filed with Courts	Order of Detention	User, Hennepin		30000				
11/07/24 01:01 PM	Signed by Judge	Order of Detention	Eyler, Dean		30000				
11/07/24 12:59 PM	Assigned to Judge	Order of Detention	Eyler, Dean		30000				
11/07/24 12:59 PM	Assigned to Court	Order of Detention	User, Hennepin		30000				
11/07/24 12:59 PM	Signed by Law Enforcement	Order of Detention	Schwartz, Jamy		30000				
11/07/24 12:13 PM	Assigned to Law Enforcement	Order of Detention	Schwartz, Jamy		30000				
11/07/24 12:13 PM	Signed by Prosecuting Authority	Order of Detention	Attorney, HC		30000				

eCharging Rejections

Rejected On	Fault Type	Error Message	Error Details
No data to display			

eCharging Accepts

Accepted On
11/07/24 12:13 PM

PROCASE DISPLAYS BCA ECHARGING WORKFLOW NOTIFICATIONS SO USERS CAN MONITOR COMPLAINT'S PROGRESS IN ECHARGING

# HCAO eCHARGED COMPLAINT VOLUME

8,056 Complaints submitted in  
2023

675\* Petitions submitted in 2023

*\*Petitions via eCharging began  
8/29/2023*

2023

7,197 Complaints have been  
submitted YTD 2024

958 Petitions submitted YTD  
2024

2024

# QUESTIONS?

CONTACT:

MAYA ZOOK, PROCASE ADMINISTRATOR & BUSINESS ANALYST  
HENNEPIN COUNTY ATTORNEY'S OFFICE, LAW SAFETY & JUSTICE I.T.  
[Maya.Zook@hennepin.us](mailto:Maya.Zook@hennepin.us)