

WELCOME

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ECHARGING COMPLAINT GOALS

- Automate the workflow and signature processes between prosecutors, law enforcement officers, and judges
- Provide visibility into the charging process
 - Users can see who has the complaint and what action is pending.
 - Users can see when they have items to work on



ECHARGING CAPABILITIES

- eCharging has capabilities similar to HJIP
 - Law enforcement records management systems can submit incident reports into eCharging
 - Prosecutors' case management systems can pull incident reports from eCharging for prosecutors to make charging decisions and create complaints
- Prosecutors can create complaints in eCharging
 - Manual entry
 - From an Incident Report submitted by a law enforcement agency
 - From a citation
 - From an existing complaint



GENERAL FUNCTIONS

- Create complaints
- Assign complaints for review, approval and signature
- Review rejected complaints
- Electronically sign complaints
- Once signed by prosecution, law enforcement and a judge, eCharging electronically files complaints with MNCIS



THE ECHARGING PROCESS

- Let's take a look at the eCharging Complaint process
 - The Hennepin County Attorney's Office can submit the prosecutor's signature when the complaint is sent to eCharging.
 - All other prosecutors need to electronically sign complaints within eCharging



SUBMITTED COMPLAINT IS ASSIGNED TO PROSECUTOR

This is a summary of work for **Lisa OlsonCarverAtty**, Carver County Attorney.

[Create new eCharging form](#) [Assign multiple eCharging forms](#) ☐ Show Documents Assigned To Me For All My Agencies

Forms Awaiting Action

No forms awaiting action

Drafts

Case Number	Type	Offense Level	Subject	Deadline Date	Create Date	Status	Assigned To	Action
CR-24051300	Complaint Summons	G	John Subject		11/5/2024 2:31:00 PM	Assigned to Prosecuting Authority	OlsonCarverAtty, Lisa	<div>View</div> <div>Archive</div> <div>Assign</div> <div>Create Complaint</div> <div>Delete</div> <div>Edit</div> <div>Monitor workflow</div> <div>Print</div> <div>Sign</div> <div>View</div>

Version 4.19.2+182859



PROSECUTOR REVIEWS CHARGES

The prosecutor can review the charges on the complaint

Offenses/Charges

☒ **Offense Summary** [\(click to view/hide\)](#)

Offense: Start Date: 05/01/2024 End Date:

1234 Main Street
Chaska (0300), Minnesota 55434, UNITED STATES

Counts

Count #: 1 Charge Name: 3rd Degree DWI - Operate Motor Vehicle Under Influence of Hazardous Substance-Impaired

Charge Description:
Defendant unlawfully did drive, operate, or be in physical control of a motor vehicle while knowingly under the influence of a hazardous substance that affects the nervous system, brain, or muscles of the person so as to substantially impair the person's ability to drive or operate the motor vehicle and one aggravating factor, as defined by Minnesota Statutes Section 169A.03, subdivision 3, was present when the violation was committed. Minnesota Statutes Sections 169A.20, Subd. 1(3); 169A.26.

MN Offense Code (MOC): JFH01 General Offense Code (GOC): N - Not Applicable

Maximum Sentence: 0 to 1 year imprisonment; \$0 to \$3000 fine.

Statutes

☒ **Statute: 169A.20.1(3) - Traffic - DWI - Operate Motor Vehicle Under Influence of intoxicating substance - Impaired** [\(click to view/hide\)](#)

The seal of the State of Minnesota, Department of Public Safety, featuring a circular design with a star and the words "DEPARTMENT OF PUBLIC SAFETY" and "STATE OF MINNESOTA".

Minnesota
BCA
Bureau of Criminal Apprehension

PROSECUTOR REVIEWS DOCUMENT

The prosecutor can review the complaint document

ComplaintSummary.aspx 1 / 6 100% + -

State of Minnesota County of Carver	District Court 1st Judicial District
	Prosecutor File No. CR-24051300 Court File No.

State of Minnesota, Plaintiff,	COMPLAINT
vs.	Summons
JOHN SUBJECT DOB: 02/02/1966 23423 Jackson Street St. Paul, MN 55123 Defendant.	

The Complainant submits this complaint to the Court and states that there is probable cause to believe Defendant committed the following offense(s):

COUNT I

Charge: 3rd Degree DWI - Operate Motor Vehicle Under Influence of Hazardous Substance-Impaired
Minnesota Statute: 169A.20.1(3)
Maximum Sentence: 0 to 1 year imprisonment; \$0 to \$3000 fine.
Offense Level: Gross Misdemeanor

Offense Date (on or about): 05/01/2024
Control #(ICR#): 24051300

Charge Description: Defendant unlawfully did drive, operate, or be in physical control of a motor vehicle while knowingly under the influence of a hazardous substance that affects the nervous system, brain, or muscles of the person so as to substantially impair the person's ability to drive or operate the motor vehicle and one aggravating factor, as defined by Minnesota Statutes Section 169A.03, subdivision 3, was present when the violation was committed. Minnesota Statutes Sections 169A.20, Subd. 1(3); 169A.26.



PROSECUTOR SIGNS COMPLAINT

The prosecutor can review and update certain information, and electronically sign the complaint

Common Information To Change

Deadline?

NO

Prosecutor Sent to Courts:

Lisa OlsonCarverAtty (Carver County Attorney)

Tab Charge/Citation Previously Filed?

NO

Amended Criminal Complaint?

NO

Case Scheduling Information:

Edit...

Sign/Approve

Add Note

Others: -- Select an Action --

Go

Being authorized to prosecute the offenses charged, I hereby approve this complaint.
Enter eCharging password as a precaution for multiple users on a single workstation.
eCharging Password (required):
OK Cancel



LAW ENFORCEMENT SIGNATURE

- After the prosecutor signs the complaint, it is assigned to law enforcement.
- A law enforcement officer can review and sign the complaint (or reject it back to the prosecutor).

Common Information To Change

Deadline?	NO
Prosecutor Sent to Courts:	Lisa OlsonCarverAtty (Carver County Attorney)
Tab Charge/Citation Previously Filed?	NO
Amended Criminal Complaint?	NO
Case Scheduling Information:	

[Sign/Approve](#)

[Reject](#)

[Add Note](#)

Others: -- Select an Action --



[Go](#)



COURT ADMIN ASSIGNS TO JUDGE

After law enforcement approval, the complaint is assigned to court administration. A court administrator assigns the complaint to a judge.

Common Information To Change

Deadline? **NO**

Prosecutor Sent to Courts: **Lisa OlsonCarverAtty (Carver County Attorney)**

Tab Charge/Citation Previously Filed? **NO**

Amended Criminal Complaint? **NO**

Case Scheduling Information:

[Assign/Reassign](#)

[Add Note](#)

Others: -- Select an Action --



[Go](#)



JUDGE SIGNATURE

The judge can:

- Update the Bail information, change the Complaint Type, or update Warrant Execution restrictions
- Sign the complaint (or reject it back to the prosecutor).

Common Information To Change

Deadline? **NO**

Prosecutor Sent to Courts: **Lisa OlsonCarverAtty (Carver County Attorney)**

Tab Charge/Citation Previously Filed? **NO**

Amended Criminal Complaint? **NO**

Case Scheduling Information:

[Sign & Load Next](#)

[Reject](#)

[Update Bail/Complaint Type](#)

[Add Note](#)

Others: -- Select an Action --

[Go](#)



PUBLICATION TO MNCIS

- Each court can decide the timing of complaint publication to MNCIS
 - They can automatically publish to MNCIS after the judge signs.
 - They can require that a court administrator publish the complaint after the judge signs.
- Once Accepted by MNCIS, the complaint process is complete.
- If Rejected by MNCIS, the complaint is returned to court administration to determine next steps.



EMAIL NOTIFICATIONS

Email notifications are sent by eCharging

- Workflow assignment notifications generate when a document is assigned to a user.
- Subscription notifications generate when a user has subscribed to receive notifications about the status of a complaint.
- Stalled complaint notifications generate when a complaint requires action, and has not been acted on in the previous two days.



COMPLAINT VOLUME

- **78,509 eCharging Complaints processed in 2023**
- **More than 64,000 complaints have been processed year to date 2024.**



QUESTIONS



- Minnesota
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THANK YOU



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