

IN THE SUPREME COURT OF MISSISSIPPI  
SPECIAL ORDER NO. 46

IN THE MATTER OF THE ADOPTION OF A  
UNIFORM YOUTH COURT CASE IDENTIFICATION  
SYSTEM AND A UNIFORM DOCKET NUMBERING  
SYSTEM FOR ALL YOUTH COURT MATTERS

RECEIVED

'96 DEC 20 P2:31

ATTEST

A True Copy

This the 20th day of

December 1996

LINDA STONE CLERK

SUPREME COURT OF MISSISSIPPI

By \_\_\_\_\_

ORDER

LINDA STONE CLERK  
SUPREME COURT  
OFFICE OF APPEALS

Pursuant to its statutory duty to assist the Chief Justice of the Mississippi Supreme Court, the chief administrative officer of all courts of this State, in improving the administration of justice, the Administrative Office of Courts has developed a Uniform Youth Court Case Identification and Docket Numbering System for the collection of uniform statistical data on all Youth Court matters occurring in this State as well as establishing a Youth Court child tracking system in order that the number of youthful offenders, abused, neglected, truant and dependent children, as well as children in need of special care and children in need of supervision may be tracked with specificity through the Chancery Court, County Court, Family Court, Youth Court, foster care, educational, and adult justice systems.

The Court finds that a key element in the orderly and uniform implementation of this mandated data collection procedure is the adoption of a statewide Uniform Youth Court Case Identification and Docket Numbering System, which system will assign a docket number, based upon a uniform statewide system, at intake to every individual child's matter<sup>1</sup> coming before a Youth Court. The Court further finds that the Administrative Office of Courts has received and implemented valuable suggestions from the Conference of County Court Judges, Youth Court Judges, clerks and administrators, the Mississippi Department of Human Services Division of Youth Services and Family and Children Services, and others involved in the Youth Court Process regarding the development of a Uniform Youth Court Case Identification and Docket Numbering System.

<sup>1</sup> An "individual Child's matter" is defined as all of the reasons for referral or allegations against an individual child coming before the Youth Court at intake at one particular time, with subsequent referrals or allegations being assigned a succeeding number at the time of the subsequent intake.

The Court further finds that the Administrative Office of Courts has developed a reasonable and sound statewide Uniform Youth Court Case Identification and Docket Numbering System for all matters coming before the Youth Courts of the State, and that this system should be implemented by the Chancery, County, Family and Youth Courts of the State.

THEREFORE, this Court adopts the Uniform Youth Court Case Identification and Docket Numbering system and this Court ORDERS that the Chancery, County, Family and Youth Courts of this State shall, beginning January 1, 1997, implement the Uniform Youth Court Case Identification and Docket Numbering System set forth herein as "Exhibit A" for every matter coming before the Youth Courts of this State.

IT IS FURTHER ORDERED that every Child's matter, coming before a Youth Court shall be assigned an identification and docket number, as set forth in Exhibit A herein, by the Chancery, County, Family and Youth Courts at intake as proscribed by §43-21-357 of the Mississippi Code of 1972 annotated.

IT IS FURTHER ORDERED that any information obtained by the Administrative Office of Courts through the use of the Uniform Youth Court Case Identification and Docket Numbering System which identifies an individual child or that child's address shall be kept confidential pursuant to the mandate of § 43-21-259 of the Mississippi Code of 1972 annotated and may not be disclosed except as provided in § 43-21-261 of the Mississippi Code of 1972 annotated.

IT IS FURTHER ORDERED THAT the Clerk of this Court shall spread this order at large upon the minutes of this Court, and shall forward certified copies of this order to all Chancery, County, Family and Youth Court Judges of the State.

SO ORDERED, this the 16<sup>th</sup> day of December, 1996.



Chief Justice Dan M. Lee  
For The Court



IT IS FURTHER ORDERED that any information obtained by the Administrative Office of Courts through the use of the Uniform Youth Court Case Identification and Docket Numbering System which identifies an individual child or that child's address shall be kept confidential pursuant to the mandate of §43-21-259 of the Mississippi Code of 1972 Annotated and may not be disclosed except as provided in §43-21-261 of the Mississippi Code of 1972 Annotated.

IT IS FURTHER ORDERED that the Clerk of this Court shall spread this Order at large upon the Minutes of this Court, and shall forward certified copies of this Amended Order to all Chancery, County, Family and Youth Court Judges of the State.

SO ORDERED, this the 12 day of December, 1997.

  
Presiding Justice Lenore L. Prather  
For The Court

## EXHIBIT A

### UNIFORM YOUTH COURT DOCKET NUMBERING SYSTEM

[Revised - Effective January 1, 1998]

A Uniform Youth Court Docket Numbering System has been adopted by the Administrative Office of Courts. This numbering system appears in the right hand corner of the Youth Court Case Tracking Form, a portion of which is reproduced below. A number is to be assigned to every child's matter at intake as follows:

**STEP 1:** The first space of two blocks is for the number of the particular county or municipality of the Youth Court's jurisdiction. The counties are numbered in alphabetical order with Adams County being 01 and Yazoo County being 82, and the municipality of Pearl being designated 83. Reference for those Youth Court county numbers is made to the Youth Court County Numbering System attached hereto.

**STEP 2:** The next two blocks identify the court. The court will be identified as "YC" for all Youth Court matters, regardless of whether the same is before a Chancery, County, Family or Youth Court.

**STEP 3:** The next block identifies the type of intake and shall be completed with either a P, D, T or O. "P" indicates that the intake is an abuse or neglect intake, "D" indicates that the intake is a delinquency intake, "T" indicates the matter is a termination of parental rights action<sup>1</sup> and "O" indicates that the intake is a type other than protection, delinquency, or Termination.

**STEP 4:** The next series of blocks indicates the chronological intake number of a particular type of intake. The first protection intake for January 1998 will be numbered 98 P 0001, that being the year and the first protection intake for that year. The next protection intakes will be consecutively numbered 98 P 0002, 98 P 0003, and so on. With the beginning of each new calendar year the sequence of the last four digits shall commence with 0001 for the first intake of the year and 0002 for the second intake of the year, etc., so that the calendar year of 1999 shall commence with 99 P 0001, for the first protection intake of that year. Should the type of intake be a delinquency or other, the same system is applied and the intake number would be 98 D 0001 or 99 O 0001.

**STEP 5:** The next series of blocks indicates the petition number of a particular case and is assigned a number in the same manner as set forth in Step 4.<sup>2</sup> For example, the 100<sup>th</sup> protection intake in Adams County which becomes the 25<sup>th</sup> petition for the year 1998 would be identified as follows:

01 YC 98 P 0100 0025

County Court Year Type Intake Petition

**STEP 6:** The last block is to be used by those counties having more than one judicial district to identify the particular judicial district in which a case is being heard.

The above Uniform Youth Court Case Docket Numbering System is to be implemented by

January 1, 1998. An individual child's matter is to be assigned a number, in compliance with the procedures listed above, at intake as defined by §43-21-357 of the Mississippi Code of 1972 annotated. An "individual Child's matter" is defined as all reasons for referral or allegations concerning an individual child coming before the Youth Court at intake at one particular time, with subsequent referrals or allegations being assigned a succeeding number at the time of the subsequent intake. If siblings come before the Youth Court for intake at the same time, each sibling is given an individual number such that no number assigned will correspond with more than one child.

The purpose of this amendment to the numbering system implemented on January 1, 1997, is to allow the Youth Courts to treat informally those cases that do not involve the filing of a formal Youth Court petition. Matters before the court that do not involve a petition will have an intake number as described above which will become the first portion of the docket number of the case upon the filing of a petition.

## YOUTH COURT CASE TRACKING FORM

DOCKET NO.      **YC**                      

COUNTY NO.
COURT
YEAR
TYPE
INTAKE
PETITION
JUDICIAL DISTRICT

1. "T" will only be used by the Family Court or County Courts, sitting as the Youth Court, when a termination of parental rights action is commenced under § 93-15-105 Miss. Code Ann. (Rev. 1996). Although the filing of a termination of parental rights is not technically an intake, that filing should be assigned a number in accordance with Step 4. For example, the second termination of parental rights action filed in Adams County Youth Court in 1998 which would become the 30<sup>th</sup> formal action/petition filed would be identified as follows:

01 YC 98 T 0002 0030

County
Court
Year
Type
Intake
Petition

2. The petition number is the aggregate total number of formal petitions filed in a calendar year regardless of type.

[Revised - Effective January 1, 1998]

# EXHIBIT A

## UNIFORM YOUTH COURT CASE IDENTIFICATION AND DOCKET NUMBERING SYSTEM

A Uniform Youth Court Case Identification and docket numbering system has been adopted by the Administrative Office of Courts. This numbering system appears in the right hand corner of the Youth Court Case Tracking Form, a portion of which is reproduced below. A docket number is to be assigned to every child's matter at intake as follows:

**STEP 1:** The first space of two blocks is for the number of the particular county or municipality of the Youth Court's jurisdiction. The counties are numbered in alphabetical order with Adams County being 01 and Yazoo County being 82, and the municipality of Pearl being designated 83. Reference for those Youth Court county numbers is made to the Youth Court County Numbering System attached hereto.

**STEP 2:** The next two blocks identify the court. The court will be identified as "YC" for all Youth Court matters regardless of whether the same is before a Chancery, County, Family or Youth Court.

**STEP 3:** The next series of blocks is the case number. The first intake for January 1997 will be numbered 97-0001, that being the year of intake and the first intake for that year. The next filings will be consecutively numbered 97-0002, 97-0003, and so on. With the beginning of each new calendar year the sequence of the last four digits shall commence with 0001 for the first intake of the year and 0002 for the second intake of the year and so on so that the calendar year of 1998 shall commence with 98-0001, 1999 commence with 99-0001, etc.

**NOTE:** The above Uniform Youth Court Case Identification and Docket Numbering System is to be implemented by January 1, 1997. An individual child's matter is to be assigned a number, in compliance with the procedures listed above, at intake as defined by §43-21-357 of the Mississippi Code of 1972 annotated. An "individual Child's matter" is defined as all of the reasons for referral or allegations concerning an individual child coming before the Youth Court at intake at one particular time, with subsequent referrals or allegations being assigned a succeeding number at the time of the subsequent intake. If siblings come before the Youth Court for intake at the same time, each sibling is given an individual number such that no number assigned will correspond with more than one child.

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## YOUTH COURT CASE TRACKING FORM

*(Refer to Legend on Back for Entry of Information in Blocks)*

DOCKET NO.

COUNTY NO. COURT YEAR CASE NUMBER

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UNIFORM YOUTH COURT COUNTY NUMBERING SYSTEM

01 Adams	22 Grenada	43 Lincoln	64 Simpson
02 Alcorn	23 Hancock	44 Lowndes	65 Smith
03 Amite	24 Harrison	45 Madison	66 Stone
04 Attala	25 Hinds	46 Marion	67 Sunflower
05 Benton	26 Holmes	47 Marshall	68 Tallahatchie
06 Bolivar	27 Humphreys	48 Monroe	69 Tate
07 Calhoun	28 Issaquena	49 Montgomery	70 Tippah
08 Carroll	29 Itawamba	50 Neshoba	71 Tishomingo
09 Chickasaw	30 Jackson	51 Newton	72 Tunica
10 Choctaw	31 Jasper	52 Noxubee	73 Union
11 Claiborne	32 Jefferson	53 Oktibbeha	74 Walthall
12 Clarke	33 Jefferson Davis	54 Panola	75 Warren
13 Clay	34 Jones	55 Pearl River	76 Washington
14 Coahoma	35 Kemper	56 Perry	77 Wayne
15 Copiah	36 Lafayette	57 Pike	78 Webster
16 Covington	37 Lamar	58 Pontotoc	79 Wilkinson
17 DeSoto	38 Lauderdale	59 Prentiss	80 Winston
18 Forrest	39 Lawrence	60 Quitman	81 Yalobusha
19 Franklin	40 Leake	61 Rankin	82 Yazoo
20 George	41 Lee	62 Scott	83 Municipality of Pearl
21 Greene	42 Leflore	63 Sharkey	

IN THE SUPREME COURT OF MISSISSIPPI

*See Book 7*  
~~\* See AMENDED ORDER~~  
~~OF 12-12-97 at V~~  
~~AB-97 BK 1795 639-640~~

SPECIAL ORDER NO. 47

RECEIVED

IN THE MATTER OF THE ADOPTION OF A  
UNIFORM YOUTH COURT CASE TRACKING  
SYSTEM AND FORM FOR USE WITH ALL  
YOUTH COURT MATTERS

1996 DEC 20 P2:31

MISSISSIPPI SUPREME COURT  
CLERK  
JAMES H. WATKINS  
1000 BANKERS BUILDING  
JACKSON, MISSISSIPPI 39201

ORDER

Pursuant to its statutory duty to assist the Chief Justice of the Mississippi Supreme Court, the chief administrative officer of all courts of this State, in improving the administration of justice, the Administrative Office of Courts has developed a Uniform Youth Court Case Tracking System and Form for the collection of uniform statistical data on all Youth Court matters occurring in this State as well as establishing a Youth Court child tracking system in order that the number of youthful offenders, abused, neglected, truant and dependent children, as well as children in need of special care and children in need of supervision may be tracked with specificity through the Chancery Court, County Court, Family Court, Youth Court, foster care, educational, and adult justice systems.

The Court finds that the data collection procedure designed by the Administrative Office of Courts will aid in the accomplishment of the statutory purposes of that office as mandated in Miss. Code Ann. § 9-21-1 (Supp. 1996). The Court further finds that the collection of Youth Court statistical data is specifically authorized by statute, Miss. Code Ann. § 9-21-3 (Supp. 1996) and Miss. Code Ann. § 9-21-9 (Supp. 1996) and that all Judges, referees, clerks of court, and other officers or employees of the courts and of offices or employees related to and serving the courts are charged with complying with all requests for information from the Administrative Office of Courts, Miss. Code Ann. § 9-21-17 (Supp. 1996) and Miss. Code Ann. § 9-21-19 (Supp. 1996). The Court further finds that the Administrative Office of Courts has received and implemented valuable suggestions from the Council of County Court Judges, Youth Court Judges, clerks and

administrators, the Mississippi Department of Human Services Division of Youth Services, the Mississippi Department of Human Services, Division of Family and Children Services and others involved in the Youth Court Process in regard to the development of such a Uniform Youth Court Case Tracking System and Form.

It is the Court's finding that the Administrative Office of Courts has developed a sound and reasonable Uniform Youth Court Case Tracking System and Form to accomplish its goals of uniform Youth Court data collection and to establish a Youth Court child tracking system in order that the number of youthful offenders, abused, neglected, truant and dependent children, as well as children in need of special care and children in need of supervision may be tracked with specificity through the Chancery Court, County Court, Family Court, Youth Court, foster care, educational, and adult justice systems. It is understood and expected by this Court that the Administrative Office of Courts will amend and expand this form, particularly in its initial use, to better comply with such office's goals as stated hereinabove and that this order shall apply to and require the implementation and use of any amended or expanded Youth Court Tracking Form without the need of any subsequent order from this Court unless otherwise ordered by this Court.

THEREFORE, this Court approves the implementation of a Uniform Youth Court Tracking System, together with the proposed data collection form, and ORDERS that all chancellors, judges and referees hearing Youth Court matters, beginning January 1, 1997, utilize and require the use of the Administrative Office of Courts Youth Court Case Tracking Form, and any amendments thereto.

IT IS FURTHER ORDERED that the Administrative Office will amend and expand the Youth Court Case Tracking Form, as that office sees fit, in order to better accomplish its goals of uniform Youth Court data collection and to establish a Youth Court child tracking system, unless otherwise ordered by this Court.

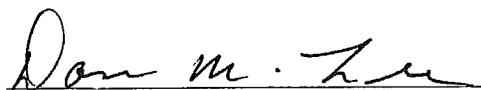
IT IS FURTHER ORDERED that the Administrative Office of Courts shall provide a master copy of the Youth Court Case Tracking Form, a copy of which is annexed hereto and made a part hereof, to all chancellors, judges and referees hearing Youth Court matters and require the use of

such form in connection with every intake, as proscribed by § 43-21-357 of the Mississippi Code of 1972 Annotated, of any child's matter and covering all Youth Court activities of any child's matter or case within the Youth Courts of this State.

IT IS FURTHER ORDERED that any information obtained by the Administrative Office of Courts through the use of the Uniform Youth Court Case Tracking System and Form which identifies an individual child or that child's address shall be kept confidential pursuant to the mandate of § 43-21-259 of the Mississippi Code of 1972 annotated and may not be disclosed except as provided in § 43-21-261 of the Mississippi Code of 1972 annotated.

IT IS FURTHER ORDERED THAT the clerk of this Court shall spread this order at large upon the minutes of this Court and shall forward certified copies of this order to all Chancery, County, Family and Youth Court Judges of the State.

SO ORDERED, this the 16<sup>th</sup> day of December, 1996.

A handwritten signature in cursive script, appearing to read "Dan M. Lee", written over a horizontal line.

Chief Justice Dan M. Lee  
For The Court

# IN THE SUPREME COURT OF MISSISSIPPI

## **PETITION FOR THE AMENDMENT OF THE UNIFORM YOUTH COURT CASE IDENTIFICATION SYSTEM AND UNIFORM DOCKET NUMBERING SYSTEM ADOPTED FOR ALL YOUTH COURT MATTERS BY SUPREME COURT SPECIAL ORDER NO. 47**

COMES NOW, the Administrative Office of Courts bringing the within petition for the Amendment of the Uniform Youth Court Case Tracking System and Uniform Docket Numbering System adopted for all Youth Court matters and would show onto this Court the following:

1. On December 16, 1996, this Court found that a key element in the orderly and uniform implementation of the Administrative Office of Courts' data collection procedure was the adoption of a statewide uniform Youth Court case tracking and docket numbering system and entered Special Order Number 47, Supreme Court Minute Book 1996, Book 7, Pages 644-647, adopting a Uniform Youth Court Case Identification System and Uniform Docket Numbering System, hereinafter referred to as the "System", for all Youth Court matters beginning January 1, 1997.

2. The System adopted required the assignment of a docket number at intake to every individual child's matter coming before a Youth Court and defined a "individual child's matter" as all of the reasons for referral or allegations against an individual child coming before the Youth Court at intake at one particular time with subsequent referrals or allegations being assigned a succeeding number at the time of the subsequent intake.

3. At the time of the adoption of the System it was deemed vital to commence tracking Youth Court activities at intake since so many Youth Court matters are disposed of informally. Additionally, accurate

statistical gathering and timeliness monitoring required the System to begin tracking at the first statutorily mandated Youth Court event, which event is intake. *See*, §43-21-357 *Miss. Code Ann.* (Rev. 1997).

4. During the implementation of the system certain financial obstacles were encountered by assigning a formal Youth Court docket number at intake to wit; the incurment of costs associated with the opening of a formal file at the clerk's office for every Youth Court matter, regardless of whether the Youth Court intended to proceed formally with the matter, which costs of necessity are borne by the local Youth Court.

5. In addition, certain practical obstacles were encountered as a consequence of the lack of Youth Court staff, particular in Youth Courts served by referees, resulting in Youth Courts utilizing staff from the Mississippi Department of Human Services, Division of Family and Children Services and Division of Youth Services to assign the docket number mandated by the system, which because of the use of the staff from to separate divisions made it difficult to assign consecutive Youth Court docket numbers at intake.

6. In an effort to remedy the limitations of the system identified through implementation, the Administrative Office of Courts sought the aid of and received valuable suggestions from the Conference of County Court Judges, Youth Court Judges, Clerks and Administrators, the Mississippi Department of Human Services Division of Family and Children Services, and others involved in the Youth Court process.

7. Based on the suggestions received and knowledge acquired through the implementation of the System, the Administrative Office of Courts is recommending the adoption of an improved System, as set forth in "Exhibit A" annexed hereto and made a part hereof.

8. The amended system would continue to track Youth Court activities from intake but would not assign a formal docket number until the filing of a formal Youth Court petition thus not degrading the monitoring and statistical gathering aspects of the system and at the same time not overburdening the local Youth Courts.

9. In as much as both the current System and amended System assign cumulative numbers containing a designation of the year a particular Youth Court matter is initiated, it is recommended that the implementation of the amended system be commenced January 1, 1998.

9. While the adoption of the amended system may require certain additional changes to the SCATS system now under development by the Nichols Group, funds currently in possession of this Court under the Mississippi Court Improvement Program, earmarked for the improvement of Mississippi's Youth Court System, would be available if necessary.

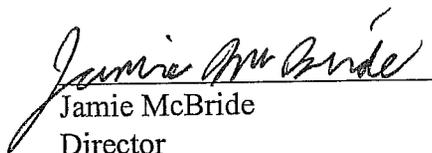
WHEREFORE, the Administrative Office of Courts prays that this Court adopt and require the implementation of the amended Uniform Youth Court Case Identification System and Uniform Docket Numbering System as described in "Exhibit A", by January 1, 1998.

Dated: December 9, 1997

Respectfully Submitted.



\_\_\_\_\_  
Rick Patt  
Acting Director  
Administrative Office of Courts



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Jamie McBride  
Director  
Mississippi Court Improvement Program

# EXHIBIT A

## UNIFORM YOUTH COURT DOCKET NUMBERING SYSTEM

A Uniform Youth Court Docket Numbering System has been adopted by the Administrative Office of Courts. This numbering system appears in the right hand corner of the Youth Court Case Tracking Form, a portion of which is reproduced below. A number is to be assigned to every child's matter at intake as follows:

**STEP 1:** The first space of two blocks is for the number of the particular county or municipality of the Youth Court's jurisdiction. The counties are numbered in alphabetical order with Adams County being 01 and Yazoo County being 82, and the municipality of Pearl being designated 83. Reference for those Youth Court county numbers is made to the Youth Court County Numbering System attached hereto.

**STEP 2:** The next two blocks identify the court. The court will be identified as "YC" for all Youth Court matters, regardless of whether the same is before a Chancery, County, Family or Youth Court.

**STEP 3:** The next block identifies the type of intake and shall be completed with either a P, D, T or O. "P" indicates that the intake is an abuse or neglect intake, "D" indicates that the intake is a delinquency intake, "T" indicates the matter is a termination of parental rights action<sup>1</sup> and "O" indicates that the intake is a type other than protection, delinquency, or Termination.

**STEP 4:** The next series of blocks indicates the chronological intake number of a particular type of intake. The first protection intake for January 1998 will be numbered 98 P 0001, that being the year and the first protection intake for that year. The next protection intakes will be consecutively numbered 98 P 0002, 98 P 0003, and so on. With the beginning of each new calendar year the sequence of the last four digits shall commence with 0001 for the first intake of the year and 0002 for the second intake of the year, etc., so that the calendar year of 1999 shall commence with 99 P 0001, for the first protection intake of that year. Should the type of intake be a delinquency or other, the same system is applied and the intake number would be 98 D 0001 or 99 O 0001.

**STEP 5:** The next series of blocks indicates the petition number of a particular case and is assigned a number in the same manner as set forth in Step 4.<sup>2</sup> For example, the 100<sup>th</sup> protection intake in Adams County which becomes the 25<sup>th</sup> petition for the year 1998 would be identified as follows:

01 YC 98 P 0100 0025

County Court Year Type Intake Petition

**STEP 6:** The last block is to be used by those counties having more than one judicial district to identify the particular judicial district in which a case is being heard.

The above Uniform Youth Court Case Docket Numbering System is to be implemented by January 1, 1998. An individual child's matter is to be assigned a number, in compliance with the

procedures listed above, at intake as defined by §43-21-357 of the Mississippi Code of 1972 annotated. An "individual Child's matter" is defined as all reasons for referral or allegations concerning an individual child coming before the Youth Court at intake at one particular time, with subsequent referrals or allegations being assigned a succeeding number at the time of the subsequent intake. If siblings come before the Youth Court for intake at the same time, each sibling is given an individual number such that no number assigned will correspond with more than one child.

The purpose of this amendment to the numbering system implemented on January 1, 1997, is to allow the Youth Courts to treat informally those cases that do not involve the filing of a formal Youth Court petition. Matters before the court that do not involve a petition will have an intake number as described above which will become the first portion of the docket number of the case upon the filing of a petition.

## YOUTH COURT CASE TRACKING FORM

DOCKET NO.     **YC**                

COUNTY NO.    COURT    YEAR    TYPE    INTAKE    PETITION    JUDICIAL DISTRICT

1. "T" will only be used by the Family Court or County Courts, sitting as the Youth Court, when a termination of parental rights action is commenced under § 93-15-105 Miss. Code Ann. (Rev. 1996). Although the filing of a termination of parental rights is not technically an intake, that filing should be assigned a number in accordance with Step 4. For example, the second termination of parental rights action filed in Adams County Youth Court in 1998 which would become the 30<sup>th</sup> formal action/petition filed would be identified as follows:

01 YC 98 T 0002 0030

County    Court    Year    Type    Intake    Petition

2. The petition number is the aggregate total number of formal petitions filed in a calendar year regardless of type.