

MYCIDS

User's Guide



Version 4.5.1

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Application Overview and Navigation

1.0 - Application Overview and Navigation

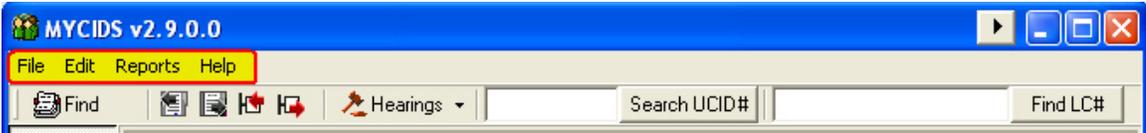
This section of the user's guide will explain how to navigate around the application and the terminology used to describe different areas of the application.

- ▶ [1.1 - Menu Bar](#)
- ▶ [1.2 - Tool Bar](#)
- ▶ [1.3 - Shortcuts Panel](#)
- ▶ [1.4 - Case Navigation Panel](#)
- ▶ [1.5 - Edit Panel](#)
- ▶ [1.6 - Status Bar](#)
- ▶ [1.7 - Exiting the Application](#)

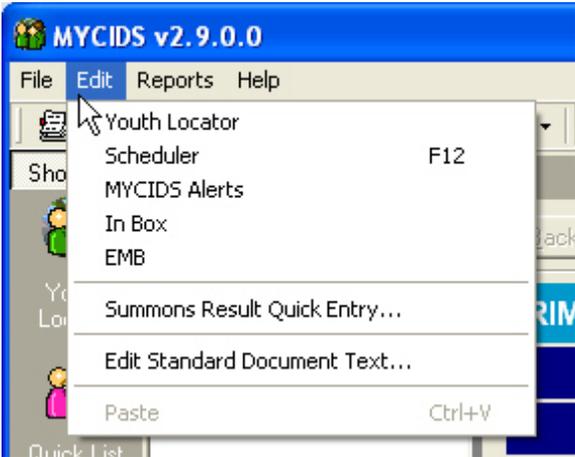
1.1 - Menu Bar

1.1 - Menu Bar

The Menu Bar is located at the top of the MYCIDS application window as highlighted in the image below. Menu options on the menu bar may vary depending on your individual user rights.



To access the items under a menu, click the desired menu option and choose from the list in that menu.

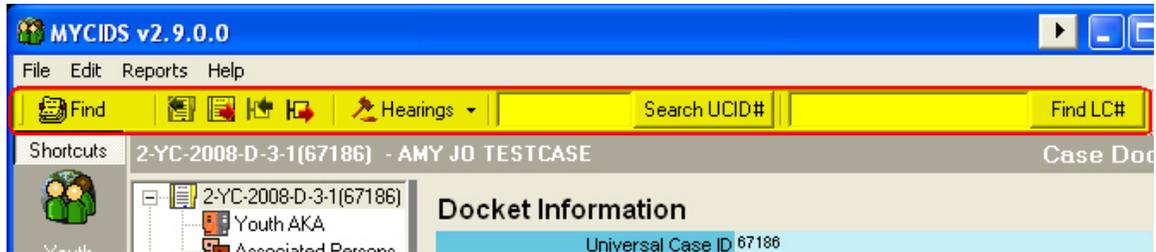


1.2 - Tool Bar

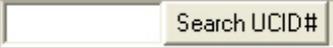
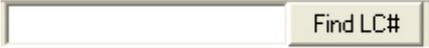
Type your drop-down text here.

1.2 - Tool Bar

The Tool Bar is located directly under the Menu Bar as highlighted in the image below.



	<p>Use this toolbar option to quickly find a case docket item. Find an item by entering the County, Year, Type (Delinquency, Protection, Termination of Parental Rights, Other), Intake Number, and District.</p>
	<p>Go to previous case. This button is enabled only if multiple cases are open in the case navigation panel and the case currently selected is not the first case in the list of open cases.</p>
	<p>Go to next case. This button is enabled only if multiple cases are open in the case navigation panel and the case currently selected is not the last</p>

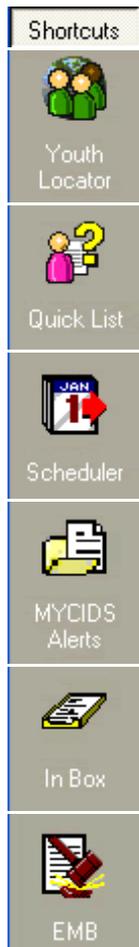
	<p>case in the list of open cases.</p>
	<p>Go to previous screen. Moves between available case node screens within a case.</p>
	<p>Go to next screen. Moves between available case node screens within a case.</p>
	<p>When multiple hearings are open, select another open hearing to edit from the hearings drop down menu.</p>
	<p>Enter a universal case number in this field and then click Search UCID# to find the exact case match. If an exact match is found the case will open up in the Case Navigation Panel.</p>
	<p>Enter a Local Cause # in this field and then click Find LC# to find a match. If an exact match is found, the case will open up in the case navigation panel. If multiple matches are found, a window will display with your search results.</p>

1.3 - Shortcuts Panel

Type your drop-down text here.

1.3 - Shortcuts Panel

The shortcuts panel is located at the left-hand side of the application window. The Shortcut options may vary depending on your individual user rights.



[Youth Locator - \(See section 2.0 - Youth Locator Section\)](#)

[Quick List - \(See section 5.6 - Using the Quick List\)](#)

[Scheduler - \(See section 28.0 - Scheduler\)](#)

[MYCIDS Alerts - \(See section 29.0 - MYCIDS Alerts\)](#)

[Inbox - \(See section 25.0 - Inbox\)](#)

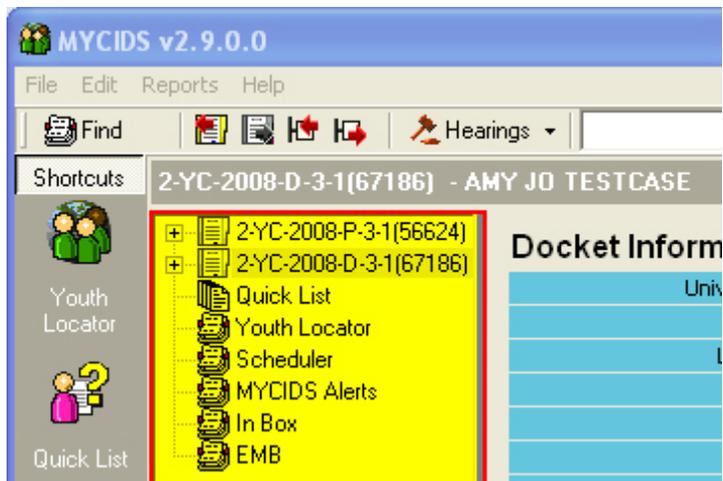
[EMB - \(See section 27.0 - Electronic Minute Book\)](#)

1.4 - Case Navigation Panel

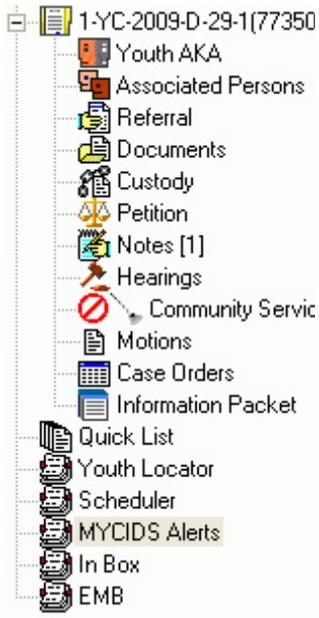
Type your drop-down text here.

1.4 - Case Navigation Panel

The Case Navigation panel is the area of the application workspace that lists cases last viewed by the current user. Also, below these cases are links to access the Quick List, Youth Locator, Scheduler, MYCIDS Alerts, Inbox, and EMB. If no cases are open these links will be the only items in the case Navigation Panel.



Each case number has a + symbol to left of it. Clicking this plus symbol will expand the case to access the nodes pertaining to that case.



Clicking the  symbol next to the case will collapse the case making the nodes pertaining to that case not viewable.



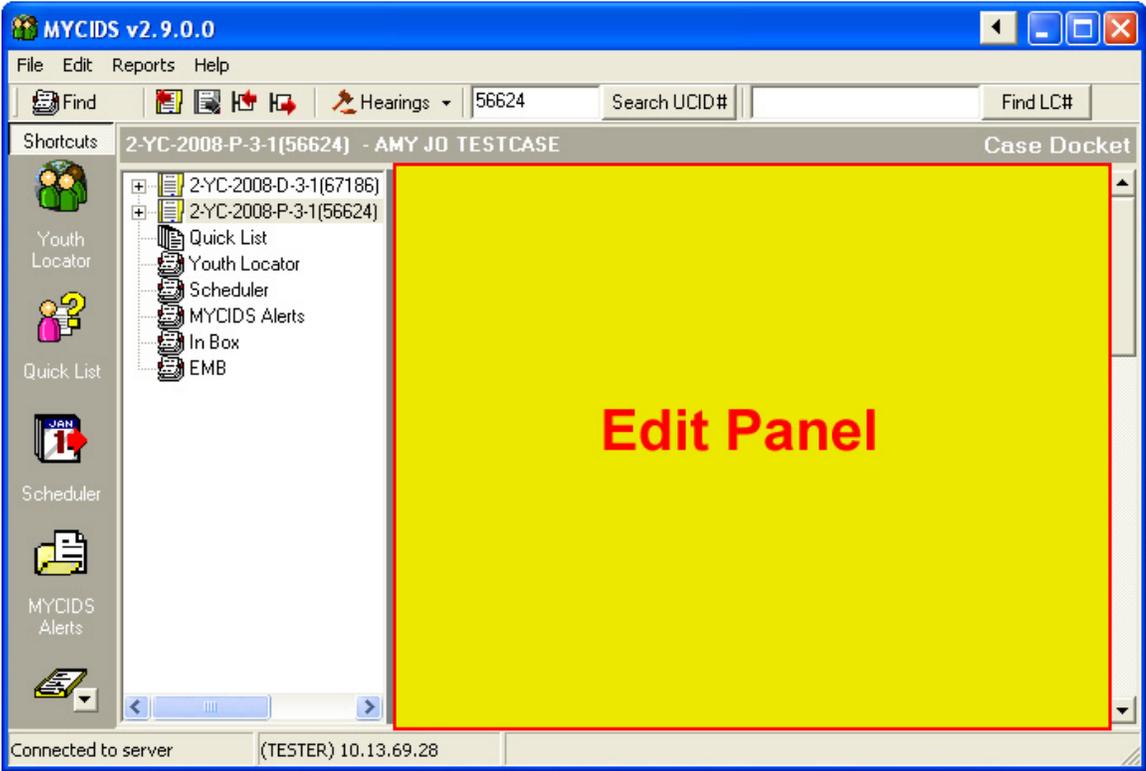
	Double-clicking the case will also expand and collapse the case.  2-YC-2008-P-3-1(56624)
--	---

1.5 - Edit Panel

Type your drop-down text here.

1.5 - Edit Panel

The Edit Panel area of the application is highlighted in the image below. All the shortcuts on the left-hand side of the application and all the nodes under a case open in the following area when clicked.



1.6 - Status Bar

Type your drop-down text here.

1.6 - Status Bar

The Status Bar is located below the Tool Bar as highlighted in red in the image below. The Status Bar shows the active case being addressed in the Case Navigation Panel.

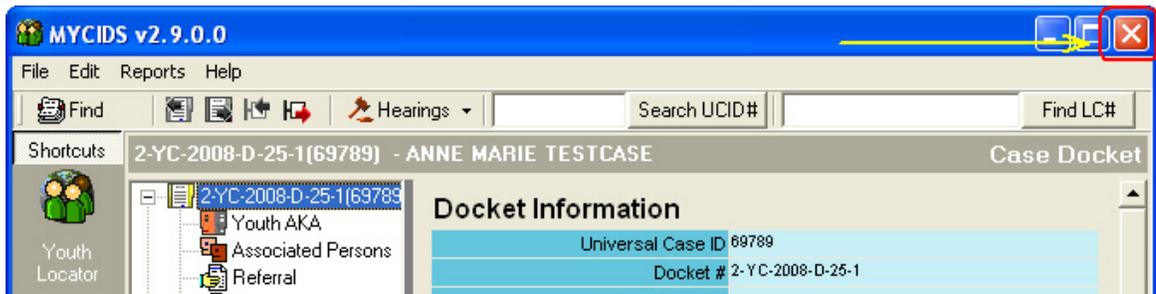


1.7 - Exiting the Application

Type your drop-down text here.

1.7 - Exiting the Application

Click the  as shown in the image below.



Youth Locator

2.0 - Youth Locator

The Youth Locator is a search tool used to locate a youth in MYCIDS. You have the option to search by name, DOB, address, etc. It also allows you to search by youth information, parent information or victim information to find the specific youth you are looking for. This search tool also offers other search options that will be addressed in this section.

- ▶ [2.1 - Search Options](#)
- ▶ [2.2 - Perform a Search](#)
- ▶ [2.3 - Search Results](#)
- ▶ [2.4 - View Dockets](#)

2.1 - Search Options

Type your drop-down text here.

2.1 - Search Options

The **Youth Locator** gives the option to search by the following:

- ▶ *Search for Youth by Youth, Mother, Father, or Victim.*

Select "Mother", "Father", or "Victim" from the drop down menu on the "Search For" option. Click the arrow to the right and select the person to search by.



The image shows a search form with four rows. The first row is labeled 'Search For' and has a dropdown menu with 'YOUTH' selected. The second row is labeled 'SSN' and is empty. The third row is labeled 'Last Name' and is empty. The fourth row is empty. A mouse cursor is pointing at the dropdown arrow on the 'Search For' field.

- ▶ *SSN*

The SSN should be entered with no dashes.
(i.e.: 44455666)



The image shows a search form with a row labeled 'SSN' and an empty input field.

- ▶ *Combination of Information*

A combination of the Last Name, First Name, Middle Name, DOB, Address, City, State, and Zip Code fields.

The Youth Locator supports "starting with" searches only for the First Name, Middle Name, and Last Name fields. The "starting with" search allows searching with the beginning letters of a child's name. For example: Search for a child with the last name of Johnson by entering "Joh" in the last name field, the results would return all youths with the last name of Johnson and any other youth's last name that starts with "Joh". The other search fields are exact match only. They must be filled in with the exact information being searched.



Searching by first name and last name is usually sufficient, but if the name is a common name, it may return a large number of cases or a message to refine the search criteria.

PRIMARY SEARCH

Search For	<input type="text" value="YOUTH"/>	
SSN	<input type="text"/>	OR
Last Name	<input type="text"/>	AND
First Name	<input type="text"/>	AND
Middle Name	<input type="text"/>	AND
Date of Birth	<input type="text"/>	AND
Address	<input type="text"/>	AND
City	<input type="text"/>	AND
State	<input type="text" value="All"/>	AND
Zip Code	<input type="text"/>	

► *DHS#*

The DHS number is assigned by the Mississippi Department of Human Services - Family and Children Services. This number will only be valid in Protection and Termination of Parental Rights cases.

DHS#

► *REF-District*

The Referral number is the serial number from the document presented to the Court from the referring source.

REF# - District

ALCORN (2) - District 1

▶ *Local Cause Number-District*

The Local Cause number is the Court file number assigned by the Clerk of the Court.

Local Cause Number - District		ALCORN (2) - District 1
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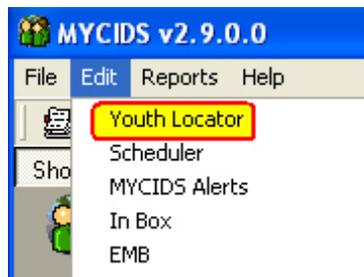
2.2 - Perform a Search

Type your drop-down text here.

2.2 - Perform a Search

► *Step 1 - Open Youth Locator.*

From the Edit Menu,



or, from the Shortcuts panel,



or, from the Case Navigation Panel.



► *Step 2 - Enter your search criteria.*

Back	Next	Search Using This Criteria	New Search
----------------------	----------------------	--	----------------------------

PRIMARY SEARCH			
Search For	YOUTH		
SSN		OR	
Last Name	TESTCASE		AID
First Name	AMY		AID
Middle Name			AID
Date of Birth		AID	
Address			AID
City			AID
State	All		AID
Zip Code			

-OR-

YOUTH RELATED ONLY	
DHS#	

-OR-

CASE RELATED			
REF# - District		ALCORN (2) - District 1	OR
Local Cause Number - District		ALCORN (2) - District 1	

If the information entered is invalid or needs to be corrected, click in the field and type in the new search criteria -OR- click on the New Search button at the top of the Youth Locator screen to clear all the fields.

Additional options here include the ability to go Back a screen, go to the Next screen, or Print the information contained on the current screen by clicking on the corresponding button. The Back and Next button are not available unless a search has been performed. These buttons perform just like the forward and back button in an internet browser.

- ▶ *Step 3 - Click on the Search Using This Criteria button.*



2.3 - Search Results

Type your drop-down text here.

2.3 - Search Results

A Youth Locator search will return results in the table format shown below. This table shows 2 MYCIDS records and no SCATS records that match the search criteria.

This search found 2 MYCIDS records that match the criteria specified. Click Back if you want to refine this search.

#	Options	Youth	AKA's	Associated Persons
1	View Dockets New Intake	KEITH ANDY TESTCASE SSN: 125-52-1152 893 HWY 90 NOWHEREVILLE, MISSISSIPPI 35484 DOB: 2/10/1996 HOMEPHONE: (601)867-4651 WHITE MALE	BUBBA BUBBA - SSN: -	JENNY TESTCASE - MOTHER - BIOLOGICAL JASON TESTCASE - FATHER - BIOLOGICAL
2	View Dockets New Intake	KEITH JUSTIN TESTCASE SSN: 874-45-6464 418 MAIN STREET ANYWHERE, MISSISSIPPI 38512 DOB: 11/19/1993 HOMEPHONE: (601)754-4413 WHITE MALE	No AKA information on file.	

OR

[New Intake for New Youth](#)

This search didn't find any SCATS records that matched the specified criteria. Click New Search to start a new search using new criteria, or click Back to refine this search.

The results table is divided into the following columns:

	<p>This is the number assigned to each record returned in a search.</p>
---	---

<div data-bbox="461 327 609 552"> <p>Options</p> <p>View Dockets</p> <p>New Intake</p> </div>	<p>The Options column gives the choice of viewing the dockets for that child or creating a new intake for that child.</p>
<div data-bbox="326 848 743 1066"> <p>Youth</p> <p>KEITH ANDY TESTCASE SSN: 125-52-1152 893 HWY 90 NOWHEREVILLE, MISSISSIPPI 35484 DOB: 2/10/1996 HOMEPHONE: (601)867-4651 WHITE MALE</p> </div>	<p>The Youth Information column gives information to help identify the youth being searched. Listed information includes name, SSN, address, date of birth, and phone number.</p>
<div data-bbox="326 1283 743 1501"> <p>AKA's</p> <p>BUBA BUBA - SSN:- -</p> </div>	<p>The AKA column lists and alias information for the child.</p>

<table border="1"><thead><tr><th data-bbox="326 296 743 331">Associated Persons</th></tr></thead><tbody><tr><td data-bbox="326 338 743 365">JENNY TESTCASE - MOTHER - BIOLOGICAL</td></tr><tr><td data-bbox="326 365 743 392">JASON TESTCASE - FATHER - BIOLOGICAL</td></tr><tr><td data-bbox="326 392 743 512"> </td></tr></tbody></table>	Associated Persons	JENNY TESTCASE - MOTHER - BIOLOGICAL	JASON TESTCASE - FATHER - BIOLOGICAL		<p>The Associated Persons column lists people that have been associated with this child.</p>
Associated Persons					
JENNY TESTCASE - MOTHER - BIOLOGICAL					
JASON TESTCASE - FATHER - BIOLOGICAL					

SCATS records will appear in a second table that lists Record #, Youth and Case Information, AKA Names, Mother, and Father.

Note!

The SCATS information is for reference only. A new intake cannot be created from this information.

2.4 - View Dockets

Type your drop-down text here.

2.4 - View Dockets

- ▶ Step 1 - Perform a Search. (*See section 2.2 - Perform a Search*)
- ▶ *Step 2 - Identify correct youth.*

Use the information in the results table to identify the correct youth case docket for viewing.

This search found 2 MYCIDS records that match the criteria specified. Click Back if you want to refine this search.

#	Options	Youth	AKA's	Associated Persons
1	View Dockets New Intake	KEITH ANDY TESTCASE SSN: 125-52-1152 893 HWY 90 NOWHEREVILLE, MISSISSIPPI 35484 DOB: 2/10/1996 HOMEPHONE: (601)867-4651 WHITE MALE	BUBBA BUBBA - SSN: -	JENNY TESTCASE - MOTHER - BIOLOGICAL JASON TESTCASE - FATHER - BIOLOGICAL
2	View Dockets New Intake	KEITH JUSTIN TESTCASE SSN: 874-45-6464 418 MAIN STREET ANYWHERE, MISSISSIPPI 38512 DOB: 11/19/1993 HOMEPHONE: (601)754-4413 WHITE MALE	No AKA information on file.	

OR

[New Intake for New Youth](#)

This search didn't find any SCATS records that matched the specified criteria. Click New Search to start a new search using new criteria, or click Back to refine this search.

- ▶ *Step 3 - Select View Dockets in Options column.*

Click on the View Dockets link of the appropriate youth to view a list of cases.

#	Options	Youth
1	View Dockets New Intake	KEITH ANDY TESTCASE SSN: 125-52-1152 893 HWY 90 NOWHEREVILLE, MISSISSIPPI 35484 DOB: 2/10/1996 HOMEPHONE: (601)867-4651 WHITE MALE
2	View Dockets New Intake	KEITH JUSTIN TESTCASE SSN: 874-45-6464 418 MAIN STREET ANYWHERE, MISSISSIPPI 38512 DOB: 11/19/1993 HOMEPHONE: (601)754-4413 WHITE MALE

► *Step 4 - Select case from list.*

Click on the case number for the appropriate case. The most recently created case is listed last.

#	DOCKET	YOUTH	INFORMATION
1	 2-YC-2008-D-22- 1(69783)	12 YEAR OLD WHITE MALE	INTAKE DATE: 12/2/2008 DHS# REFERRALS: FORMAL PETITION FILED: ADJUDICATION: DISPOSITION: MOST RECEIT HEARING:

Note!

The open book  by the case number indicates an open case. A closed book  indicates a closed case.

Intake

3.0 - Intake

This section explains the steps of creating a new case (new intake) into the MYCIDS application for a youth that is not currently in the system and for a youth that currently exist in the system.

Also, this section also explains what youth information can be entered for a youth.

- ▶ [3.1- New Intake for New Youth](#)
- ▶ [3.2 - New Intake for Existing Youth](#)
- ▶ [3.3 - Youth Information](#)

3.1 - New Intake for New Youth

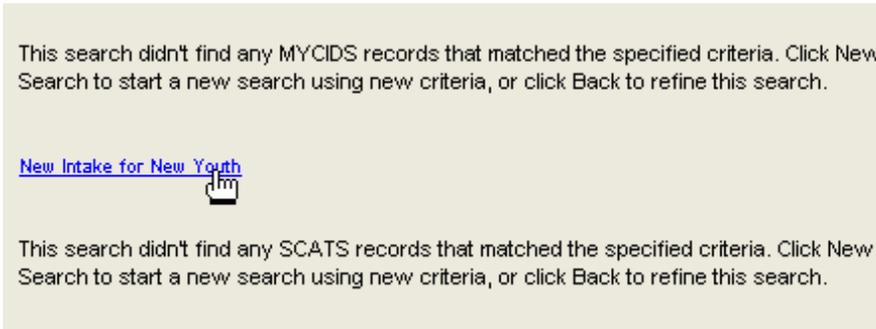
Type your drop-down text here.

3.1 - New Intake for New Youth

- ▶ Step 1 - Search for the youth on the Youth Locator. *(See section 2.2 - Perform a Search)*
- ▶ *Step 2 - Click on New Intake for New Youth link.*

Choose New Intake for New Youth

(The screen may look similar to the image below if no MYCIDS records were found from the search)



----- OR -----

(The screen may look similar to the image below if some MYCIDS records were found from the search)

This search found 4 MYCIDS records that match the criteria specified. Click Back if you want to refine this search.

#	Options	Youth	AKA's	Associated Persons
1	View Dockets New Intake	AMY JO TESTCASE SSN: 555-13-2584 345 SHADY LANE CORINTH, MISSISSIPPI 38834 DOB: 1/17/1992 HOMEPHONE: (601)555-1478 WHITE FEMALE	JOJO JOJO - SSN:565-65-6565	SANDRA TESTCASE - MOTHER - BIOLOGICAL JILL MARY TESTCASE - MOTHER - BIOLOGICAL JACK LEE TESTCASE - FATHER - BIOLOGICAL ANN TESTCASE - GRANDMOTHER - PATERNAL OAKLEY TRAINING SCHOOL - STATE TRAINING SCHOOL
2	View Dockets New Intake	ANNE MARIE TESTCASE SSN: 890-43-2221 56 HWY 51 SOUTH MCCOMB, MISSISSIPPI 39456 DOB: 4/9/1992 HOMEPHONE: (601)783-4567 WHITE FEMALE	SKOOTER SKOOTER - SSN:-	SALLY TESTCASE - MOTHER - BIOLOGICAL GRAHAM TESTCASE - FATHER - BIOLOGICAL BEN TRIFLE - FATHER - STEP
3	View Dockets New Intake	ANNE MARIE TESTCASE SSN: 890-43-2221 UNKNOWN CITY, MISSISSIPPI UNKNOWN ZIP DOB: 4/9/1992	No AKA information on file.	SALLY TESTCASE - MOTHER - BIOLOGICAL GRAHAM TESTCASE - FATHER - BIOLOGICAL
4	View Dockets New Intake	ANNE TESTCASE SSN: 578-93-4625 UNKNOWN CITY, MISSISSIPPI UNKNOWN ZIP DOB: UNKNOWN	SKOOTER SKOOTER - SSN:-	SALLY TESTCASE - MOTHER - BIOLOGICAL GRAHAM TESTCASE - FATHER - BIOLOGICAL

[New Intake for New Youth](#) ←

► *Step 3 - Enter Case Docket information.*

Case Docket ✕

County / District

Court **YC**

Court Type

Intake Date

Intake Type

Local Cause #

1. Enter the County/District. Only the jurisdiction for which the user has rights will be available. Tab down.
2. Enter date of intake. Only the current or previous dates are available. Tab down.
3. Enter the Intake type. (Delinquent, Protection, Termination)
4. Enter the Local Cause number. This may be entered later by the Clerk of Court.

5. Click OK.

Note !

Any field that includes an  indicates a drop down menu. The user can begin typing the information to be entered in that field and the application will select the available entries for that field.

- ▶ Step 4 - Enter Youth Information. (*See section 3.3 - Youth Information*)

3.2 - New Intake for Existing Youth

Type your drop-down text here.

3.2 - New Intake for Existing Youth

- ▶ Step 1 - Search for the youth in the Youth Locator. *(See section 2.2 - Perform a Search)*
- ▶ *Step 2 - Click on New Intake in the Options Column for the appropriate youth.*

This search found 2 MYCIDS records that match the criteria specified. Click Back if you want to refine this search.

#	Options	Youth	AKA's	Associated Persons
1	View Dockets New Intake	KEITH ANDY TESTCASE SSN: 125-52-1152 893 HWY 90 NOWHEREVILLE, MISSISSIPPI 35484 DOB: 2/10/1996 HOMEPHONE: (601)867-4651 WHITE MALE	BUBBA BUBBA - SSN: -	JENNY TESTCASE - MOTHER - BIOLOGICAL JASON TESTCASE - FATHER - BIOLOGICAL
2	View Dockets New Intake	KEITH JUSTIN TESTCASE SSN: 874-45-6464 418 MAIN STREET ANYWHERE, MISSISSIPPI 38512 DOB: 11/19/1993 HOMEPHONE: (601)754-4413 WHITE MALE	No AKA information on file.	

OR

[New Intake for New Youth](#)

This search didn't find any SCATS records that matched the specified criteria. Click New Search to start a new search using new criteria, or click Back to refine this search.

- ▶ *Step 3 - Enter Case Docket Information.*

Case Docket ✕

County / District

Court **YC**

Court Type

Intake Date

Intake Type

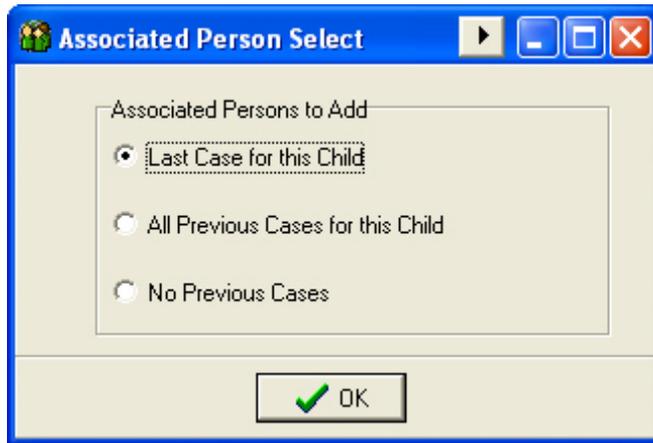
Local Cause #

1. Enter the County/District. Only the jurisdiction for which the user has rights will be available. Tab down.
2. Enter date of intake. Only the current or previous dates are available. Tab down.
3. Enter the Intake type. (Delinquent, Protection, Termination)
4. Enter the Local Cause number. This may be entered later by the Clerk of Court.
5. Click OK.

Note !

Any field that includes an  indicates a drop down list. The user can begin typing the information to be entered in that field and the application will select the available entries for that field.

► *Step 4 - Click on Associated Person selection.*



Selecting one of these options will copy the Associated Persons list from the Last Case, All Previous Cases, or No Previous Cases.

This action does not copy the Primary Physical Custody (PPC) designation. Please see section 3.5 Associated Persons, Change Relationship.

► *Step 5 - Update Youth Information. (See section 3.3 - Youth Information)*

3.3 - Youth Information

Type your drop-down text here.

3.3 - Youth Information

Detail

Collect and enter the youth Detail information.

The screenshot shows a software window titled "Edit Youth Information". At the top, there are five tabs: "Detail", "Detail (Cont.)", "Other", "Other (Cont.)", and "Change History". The "Detail" tab is selected. The form contains the following fields:

- SSN:
- DHS#:
- *Last Name:
- *First Name:
- Middle Name:
- Suffix:
- Home Phone: Work:
- Cell Phone:
- Address:
- City:
- State: Zip:
- *County of residence:

At the bottom right of the form are two buttons: "OK" and "Cancel".

Note !

*Fields marked with an * are required fields and must be completed before continuing.*

Detail (Cont.)

Click on Detail (Cont.) tab.

Collect and enter the Detail (Cont.) information.

The screenshot shows a dialog box titled "Edit Youth Information" with a blue header. Below the header is a tabbed interface with five tabs: "Detail", "Detail (Cont.)", "Other", "Other (Cont.)", and "Change History". The "Detail (Cont.)" tab is selected. The form contains the following fields and controls:

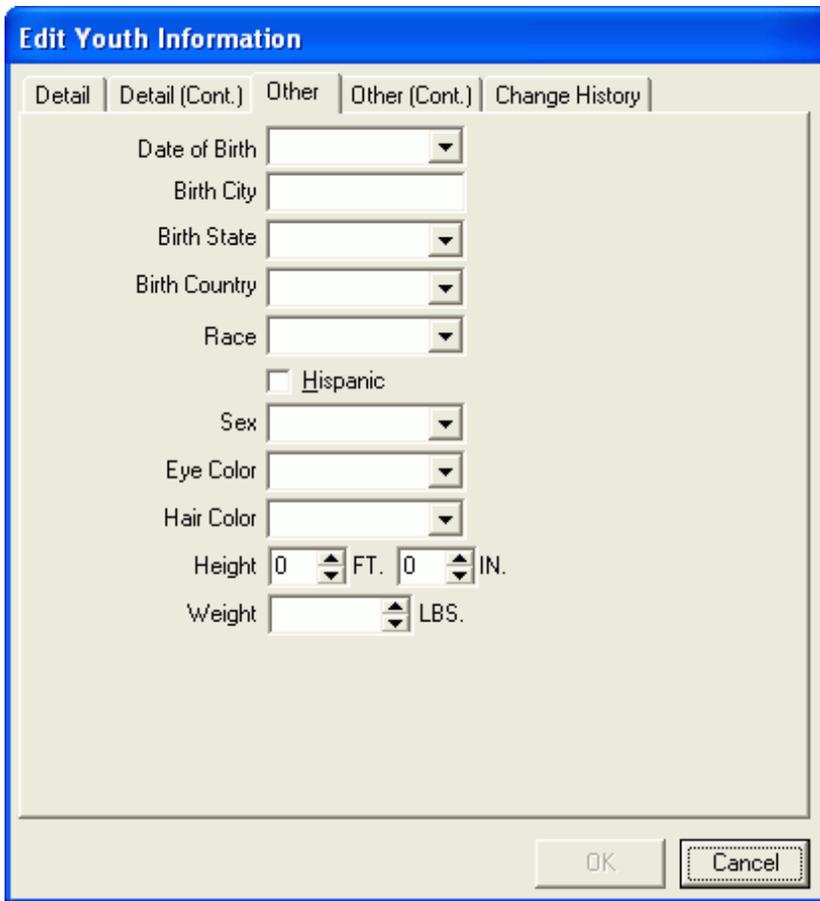
- Current School Enrollment: A dropdown menu.
- School Name: A text input field.
- Grade Levels Completed: A text input field.
- Current Grade Level: A text input field.
- Living Arrangement: A dropdown menu.
- Marital Status of Natural Parents: A dropdown menu.
- Residence Length: A dropdown menu.
- Family Receiving Assistance: A checkbox.
- Child Support Ordered: A checkbox.
- Support Paid By: A text input field.
- Payments are current: A checkbox.

At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Other

Click on Other tab.

Collect and enter Other information.



The image shows a software window titled "Edit Youth Information" with a blue header. Below the header are five tabs: "Detail", "Detail (Cont.)", "Other", "Other (Cont.)", and "Change History". The "Other (Cont.)" tab is selected. The form contains the following fields:

- Date of Birth: A dropdown menu.
- Birth City: A text input field.
- Birth State: A dropdown menu.
- Birth Country: A dropdown menu.
- Race: A dropdown menu.
- Hispanic: A checkbox.
- Sex: A dropdown menu.
- Eye Color: A dropdown menu.
- Hair Color: A dropdown menu.
- Height: Two spinners, one labeled "FT." and one labeled "IN.", both with "0" entered.
- Weight: A spinner labeled "LBS." with "0" entered.

At the bottom right of the window are "OK" and "Cancel" buttons.

Other (Cont.)

Click on Other (Cont.).

Collect and enter Other (Cont.) information.

Edit Youth Information

Detail | Detail (Cont.) | Other | Other (Cont.) | Change History

Immediate Medical Needs

Immediate Psych Needs

Current Medications

Medial Insurance Co. Name

Policy Number

OK Cancel

Click OK.

Change History

Change History is an audit tab. There is no entry to be done.

Edit Youth Information

Detail | Detail (Cont.) | Other | Other (Cont.) | Change History

	Audit Ref#	Audit Date	Action	Edited By	Last Name
▶	409273	12/05/2008 3:49:18 ...	U	TESTER	TESTCASE
	409274	12/05/2008 3:49:18 ...	U	TESTER	TESTCASE
	409275	12/05/2008 3:49:44 ...	U	TESTER	TESTCASE
	409276	12/05/2008 3:49:44 ...	U	TESTER	TESTCASE
	409277	12/05/2008 3:49:46 ...	U	TESTER	TESTCASE
	409289	12/10/2008 11:18:3...	U	TESTER	TESTCASE

< [] >

OK Cancel

4.0 - Youth AKA

Type your drop-down text here.

The AKA node is where aliases or "nick names" that a youth may have are entered into MYCIDS. This section will address how to add, edit, or delete AKA records.

- ▶ [4.1 - Add AKA Record.](#)
- ▶ [4.2 - Delete AKA Record.](#)
- ▶ [4.3 - Edit AKA Record.](#)

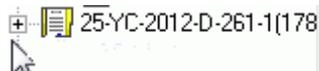
4.1 - Add AKA Record

Type your drop-down text here.

4.1 - Add AKA Record

► *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.



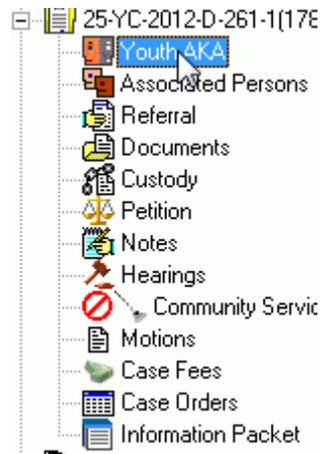
The expanded case will look like the image below.



 The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Youth AKA.*



- ▶ *Step 3 - From list of actions, click on Add a new AKA record.*

No AKA records exist for this youth **Add** a new AKA record.

- ▶ *Step 4 - Enter AKA information in Last and First Name fields.*

Entering the AKA is required in both the Last Name and First Name fields. This allows a search for the AKA in the Youth Locator. ([See 2.2 - Perform a Search](#))

Click OK.

 A screenshot of the 'Edit AKA Information' dialog box. The title bar is blue with a close button. The 'Properties' tab is selected. The form contains the following fields:

- SSN: A text box containing two dashes '--'.
- * Last Name: A text box containing 'BUBBA'.
- * First Name: A text box containing 'BUBBA'.
- Middle Name: An empty text box.
- Suffix: An empty text box.

 At the bottom right, there are 'OK' and 'Cancel' buttons.

4.2 - Delete AKA Record

Type your drop-down text here.

4.2 - Delete AKA Record

Type your drop-down text here.

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



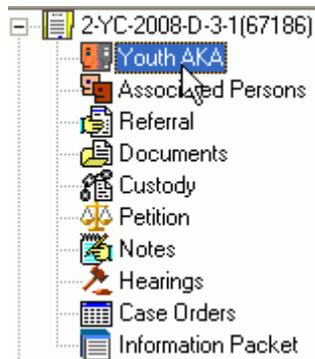
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Youth AKA.*



- ▶ *Step 3 - Click on AKA record to be deleted.*

SSN	Last Name	First Name	Middle Name	Suffix
- -	BUBBA	BUBBA		

ACTIONS
[Add](#) a new AKA record for this youth.
[Delete](#) the selected AKA record.
[Edit](#) the selected AKA record for this youth.

NOTE: AKA records that you edit or delete here affect all other cases where this youth is referenced.

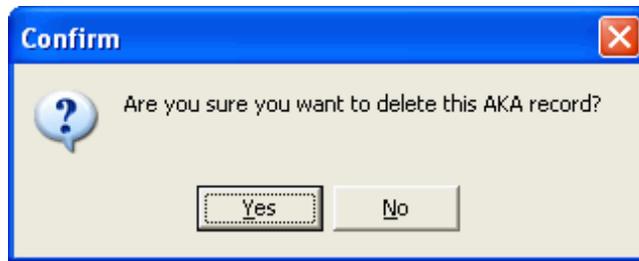
- ▶ *Step 4 - Click on Delete in the Actions list.*

ACTIONS
Add a new AKA record for this youth.
Delete the selected AKA record.
Edit the selected AKA record for this youth.

Note !

AKA records edited or deleted here affect all other cases where the youth is referenced.

- ▶ *Step 5 - Confirm action.*



4.3 - Edit AKA Record

Type your drop-down text here.

4.3 - Edit AKA Record

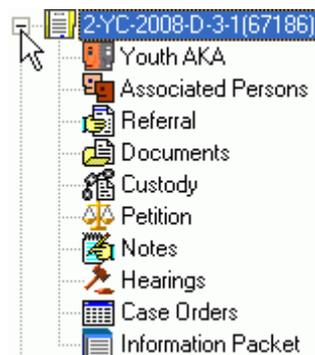
Type your drop-down text here.

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



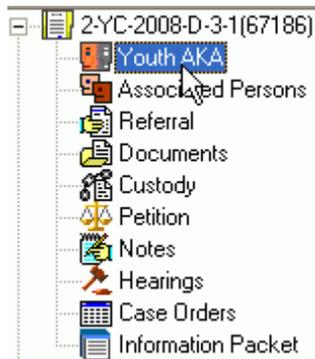
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Youth AKA.*



▶ *Step 3 - Click on AKA record to edit.*

SSN	Last Name	First Name	Middle Name	Suffix
-	BUBBA	BUBBA		

ACTIONS
[Add](#) a new AKA record for this youth.
[Delete](#) the selected AKA record.
[Edit](#) the selected AKA record for this youth.

NOTE: AKA records that you edit or delete here affect all other cases where this youth is referenced.

▶ *Step 4 - Select Edit from the Actions list.*

ACTIONS
[Add](#) a new AKA record for this youth.
[Delete](#) the selected AKA record.
[Edit](#) the selected AKA record for this youth.

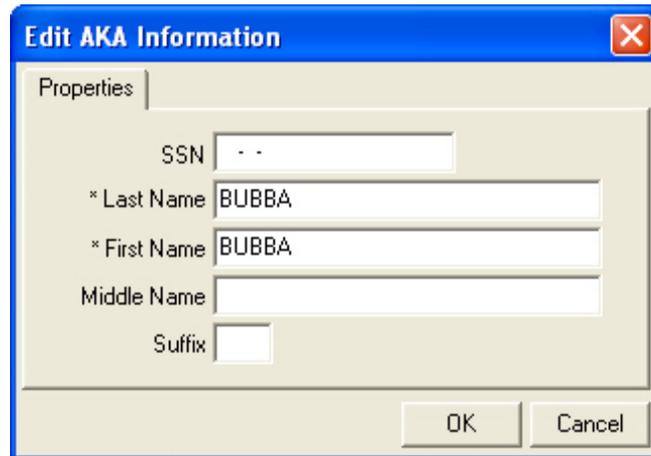
Note !

AKA records edited or deleted here affect all other cases where the youth is referenced.

▶ *Step 5 - Enter corrected information.*

Enter the AKA information into both the last Name and First Name fields.

Click OK.



The image shows a dialog box titled "Edit AKA Information" with a close button (X) in the top right corner. The dialog box has a "Properties" tab selected. It contains several input fields: "SSN" with a value of "- -", "* Last Name" with a value of "BUBBA", "* First Name" with a value of "BUBBA", "Middle Name" which is empty, and "Suffix" which is empty. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Associated Persons

5.0 - Associated Persons

The associated persons node is where people and entities are added that are associated with the case. The following are some examples of the people and entities you might add to the associated persons: Mother, Father, Prosecuting Attorney, Judge, Detention Center, Counselor, and Intake Officer, Witnesses, Law Enforcement, and Victims.

- ▶ [5.1 - Edit the Person Detail](#)
- ▶ [5.2 - Change the Relationship](#)
- ▶ [5.3 - Remove Person](#)
- ▶ [5.4 - Search for a Person](#)
- ▶ [5.5 - Add Person to Quick List](#)
- ▶ [5.6 - Using the Quick List](#)
- ▶ [5.6 - Appointed Persons](#)
- ▶ [5.7 - List Case of Associated Person](#)

5.1 - Edit the detail for this person

Type your drop-down text here.

5.1 - Edit the detail for this person

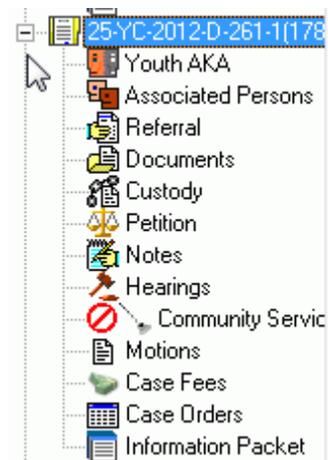
Type your drop-down text here.

► *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.

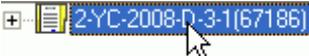


The expanded case will look like the image below.

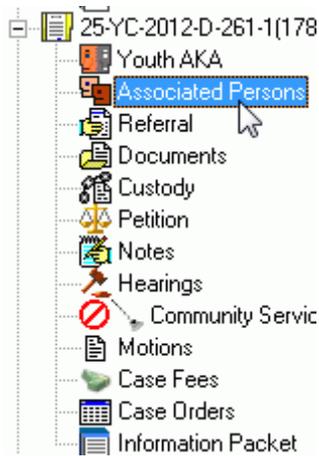




The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Associated Persons in the Case Navigation panel.*



- ▶ *Step 3 - Click on the Person record to be edited in the list.*

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
JASON TESTCASE	FATHER - BIOLOGICAL		✓		
JENNY TESTCASE	MOTHER - BIOLOGICAL		✓		
TESTER JUDGE	PRESIDING	✓			
▶ JAMIE KELLY MCBRIDE	PROSECUTING ATTORNEY	✓			

ACTIONS
[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.

- ▶ *Step 4 - Click on Edit in the action list.*

ACTIONS
[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.
[Record](#) Date Appointed.
[Remove](#) Date Appointed.
[Change](#) Date Appointed.
[Generate](#) appointed order.
[Generate](#) Order to Pay Guardian AD Litem Fees.

- ▶ *Step 5 - Make corrections to necessary fields.*

Edit Person Information

Detail | Other | Change History

SSN - -

*Last Name TESTCASE

*First Name ANN

Middle Name

Suffix

Home Phone (601)992-7786 Work () -

Cell Phone

Address 123 MAIN STREET

APT 3

City GREENWOOD

State MISSISSIPPI Zip 38930

County of residence LEFLORE (42)

OK Cancel

Note!

*The information for the Judge and Attorneys cannot be edited.
This information is generated from the Bar roll.*

- ▶ **Step 6 - Click OK.**

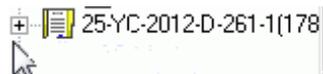
5.2 - Change the relationship of this person to the case

Type your drop-down text here.

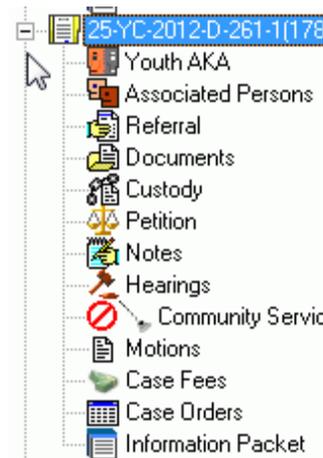
5.2 - Change the relationship of this person to the case

► *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.



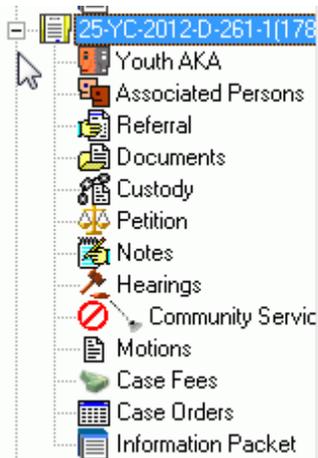
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Associated Persons in the Case Navigation panel.*



▶ *Step 3 - Click on the Person record to change the relationship in the list.*

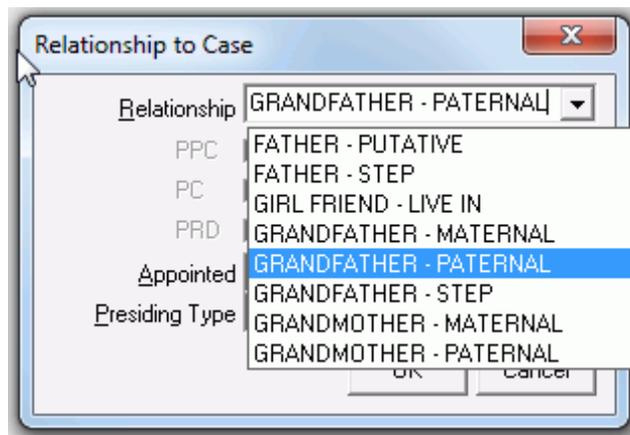
Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
JASON TESTCASE	FATHER - BIOLOGICAL		✓		
JENNY TESTCASE	MOTHER - BIOLOGICAL		✓		
TESTER JUDGE	PRESIDING	✓			
▶ JAMIE KELLY MCBRIDE	PROSECUTING ATTORNEY	✓			

ACTIONS
[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.

▶ *Step 4 - Click on Change the relationship in the action list.*

ACTIONS
[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) ^(m)s person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.
[Record](#) Date Appointed.
[Remove](#) Date Appointed.
[Change](#) Date Appointed.
[Generate](#) appointed order.
[Generate](#) Order to Pay Guardian AD Litem Fees.

- ▶ *Step 5 - Make necessary changes.*



- ▶ *Step 6 - Click OK.*

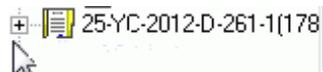
5.3 - Remove this person from the case

Type your drop-down text here.

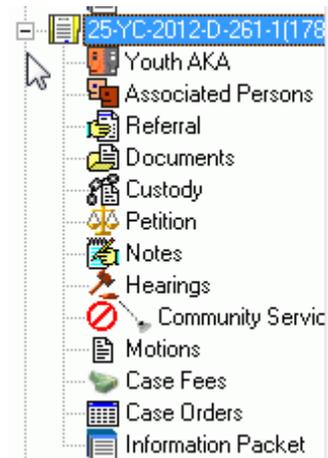
5.3 - Remove this person from the case

► *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.

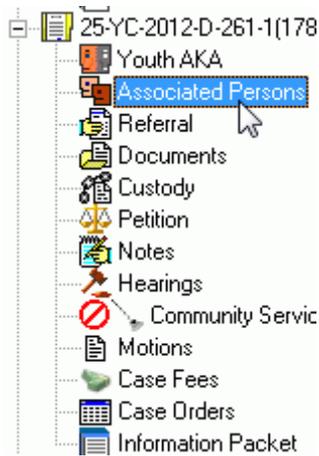




The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Associated Persons in the Case Navigation panel.*



- ▶ *Step 3 - Click on the Person record to be removed in the list.*

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
JASON TESTCASE	FATHER - BIOLOGICAL		✓		
JENNY TESTCASE	MOTHER - BIOLOGICAL		✓		
TESTER JUDGE	PRESIDING	✓			
▶ JAMIE KELLY MCBRIDE	PROSECUTING ATTORNEY	✓			

ACTIONS
[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.

- ▶ *Step 4 - Click on Remove in the action list.*

ACTIONS
[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.
[Record](#) Date Appointed.
[Remove](#) Date Appointed.
[Char](#) Date Appointed.
[Generate](#) appointed order.
[Generate](#) Order to Pay Guardian AD Litem Fees.

- ▶ *Step 5 - Confirm removal of Associated Person.*



Note !

Associated Persons that have been referenced on any of the case nodes cannot be removed unless that reference is removed.



5.4 - Search for a person to add to this case.

Type your drop-down text here.

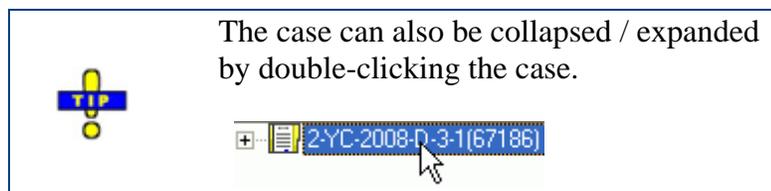
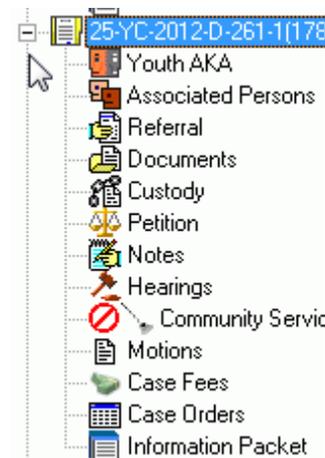
5.4 - Search for a person to add to this case.

► *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



► *Step 2 - Click on Associated Persons in the Case Navigation panel.*



▶ *Step 3 - Click on Search for a Person to add to this case.*

If no associated persons have been added to the case, the Edit Panel area shows the following statement.

No associated persons have been added to this case. [Search](#) for a person to add to this case.

In a case with previously associated persons added, click on Search in the Actions list.

ACTIONS
[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Directed Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.
[Record](#) Date Appointed.
[Remove](#) Date Appointed.
[Change](#) Date Appointed.
[Generate](#) appointed order.
[Generate](#) Order to Pay Guardian AD Litem Fees.

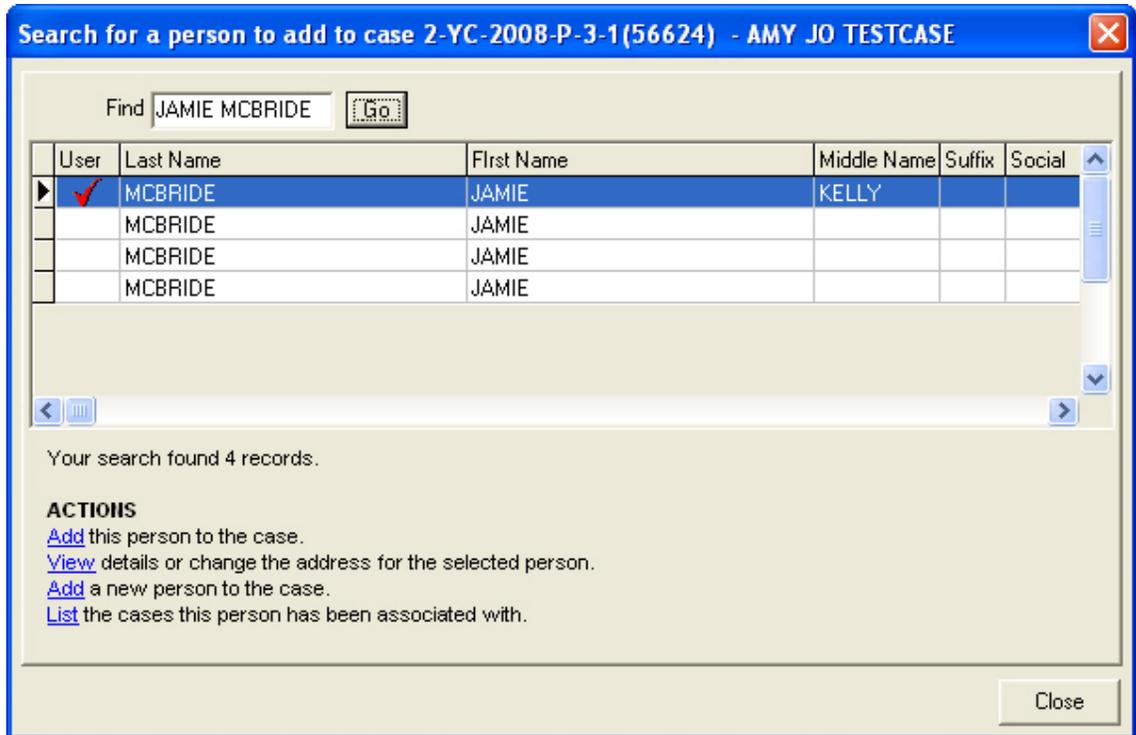
▶ *Step 4 - Type name of person in Find field and click Go.*

Find

To search for a person, enter the person's name, social, or barroll number, then press Enter or Click Go.

▶ *Step 5 - Search Results and View Details.*

Identify the person from the results list. To help, click on the person and then click on View in the Actions list.

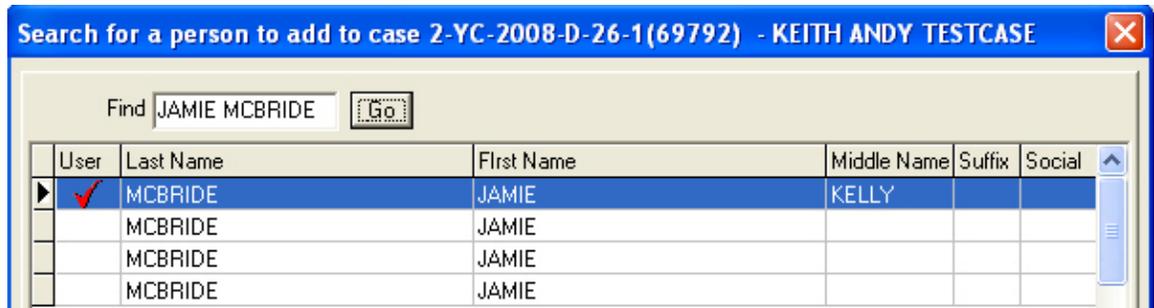


▶ **Step 6**

Add this Person to the Case. (If the person is found in the search results list)

-----or-----

1. Click on the correct person in the search results list.



2. Click Add this person to the case.

ACTIONS
[Add](#) this person to the case.
[View](#) details or change the address for the selected person.
[Add](#) a new person to the case.
[List](#) the cases this person has been associated with.

Add a new person to the case. (If the person is **not** found in the search results list)

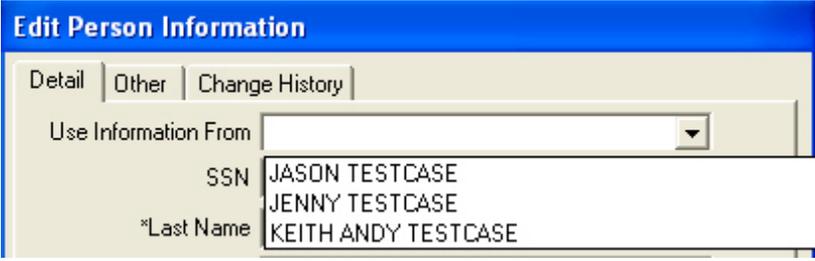
1. Click Add a new person to the case.

ACTIONS
[Add](#) this person to the case.
[View](#) details or change the address for the selected person.
[Add](#) a new person to the case.
[List](#) the cases this person has been associated with.

2. *Enter Associated Persons Information*



If the person being added shares information with someone already entered, click on the Use Information From field and click on the person to populate the information fields.



Detail

Collect and enter the Person Detail information.

Note !

This information is used to generate Summons documents. It is very important that the information in the Associated persons files are accurate.

Edit Person Information

Detail | **Other** | Change History

Use Information From: KEITH ANDY TESTCASE

SSN: - -

*Last Name: TESTCASE

*First Name: AARON

Middle Name:

Suffix:

Home Phone: (601)867-4651 Work: () -

Cell Phone:

Address: 893 HWY 90

City: NOWHEREVILLE

State: MISSISSIPPI Zip: 35484

County of residence: ALCORN (2)

OK Cancel

Other

Collect and enter the Person Other information.

The screenshot shows a software window titled "Edit Person Information" with a blue header bar. Below the header are three tabs: "Detail", "Other", and "Change History". The "Detail" tab is active. The form contains the following fields:

- Date of Birth: A date picker field.
- Birth City: A text input field.
- Birth State: A dropdown menu with "MISSISSIPPI" selected.
- Birth Country: A dropdown menu.
- Race: A dropdown menu with "WHITE" selected.
- Hispanic: An unchecked checkbox.
- Sex: A dropdown menu with "MALE" selected.
- Eye Color: A dropdown menu.
- Hair Color: A dropdown menu.
- Height: Two spinners, one for feet (0) and one for inches (0).
- Weight: A spinner for pounds (LBS.).

At the bottom right of the window are "OK" and "Cancel" buttons.

Change History

There is no information to be input on the Change History tab.

Audit Ref#	Audit Date	Action	Edited By	Last Name
409298	12/19/2008 9:20:26 ...	U	TESTER	TESTCASE

► *Step 7 - Enter Relationship information.*

Choose the appropriate relationship from the drop down list.

Click on the PPC check box to designate the Primary Physical Custodian for the youth.

Relationship to Case

Relationship: MOTHER - BIOLOGICAL

PPC (Permanent Physical Custodian)

PC (Primary Counselor)

PRD (Police Report Due?)

Appointed: [Dropdown]

Presiding Type: [Dropdown]

OK Cancel

Click on the PC check box to designate the Primary Counselor. Note that this box will only become available when a counselor relationship, such as DYS Counselor, is selected.



The PRD, or Police Report Due, check box should be used to indicate that a police report has not been received. This box will only become available when a Law Enforcement relationship is selected. The PRD box enables the use of the Outstanding Police Reports report in the Reports module. For more information about the Reports module, [see section 22.0 - Reports](#).



The Appointed field is only used with Associated Persons that must be appointed to a case by the Court. See Section 5.7 - Appointed Associated Persons.

The Presiding Type field is only active when a Relationship of Presiding is chosen. Select presiding types of Chancellor, Judge, Referee, or Special Judge.

Click OK.

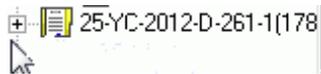
5.5 - Add Selected Person to my Quick List

Type your drop-down text here.

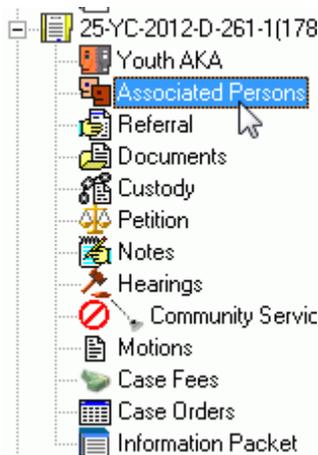
5.5 - Add Selected Person to my Quick List

- ▶ *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.



- ▶ *Step 2 - Click on Associated Persons in the Case Navigation panel.*



- ▶ *Step 3 - Click on the Person record to be added to the list.*

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
JASON TESTCASE	FATHER - BIOLOGICAL		✓		
JENNY TESTCASE	MOTHER - BIOLOGICAL		✓		
TESTER JUDGE	PRESIDING	✓			
▶ JAMIE KELLY MCBRIDE	PROSECUTING ATTORNEY	✓			

ACTIONS

- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.

- ▶ *Step 4 - Click on Add Selected Persons to my Quick List in the action list.*

ACTIONS

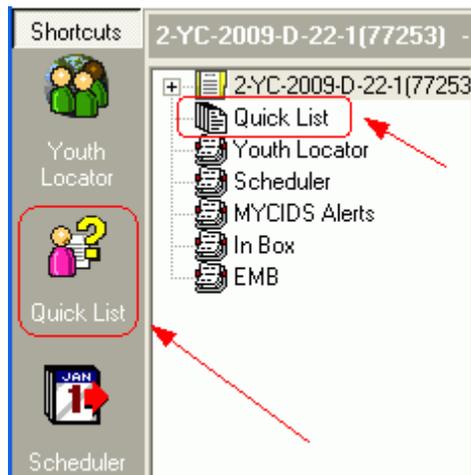
- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.
- [Record](#) Date Appointed.
- [Remove](#) Date Appointed.
- [Change](#) Date Appointed.
- [Generate](#) appointed order.
- [Generate](#) Order to Pay Guardian AD Litem Fees.

5.6 - Using the Quick List

Type your drop-down text here.

5.6 - Using the Quick List

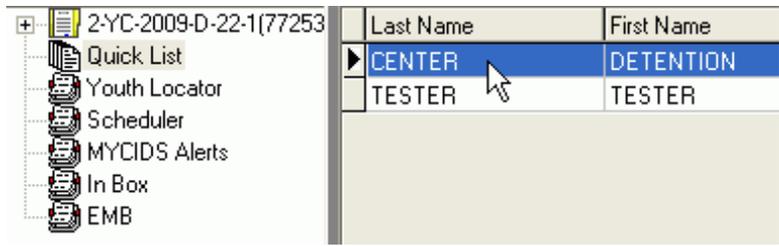
- ▶ *Step 1 - Click on the Quick List to open it.*



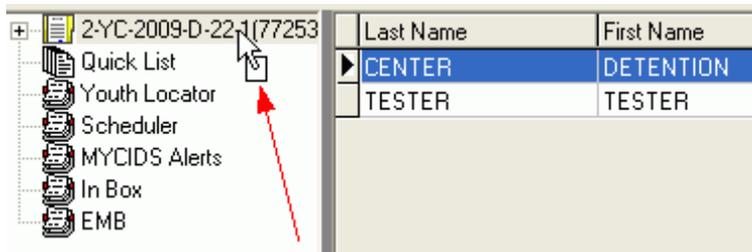
	Last Name	First Name	Middle Name	Relationship
▶	CENTER	DETENTION		COUNTY DETENTION CENTER
	TESTER	TESTER		PRESIDING
ACTIONS				
Delete this person from the Quick List.				

- ▶ *Step 2 - Drag the desired person/entity to the desired case in case navigation panel.*

Hold down the left mouse button on the quick list entry that needs to be added to the associated persons for a case and drag it to that case in the case navigation panel.



Once the symbol that looks like a small white sheet of paper appears let go of the left mouse button.



The item that was dragged to the case should now appear in the associated persons for that case.

5.7 - List the cases this person has been associated with

Type your drop-down text here.

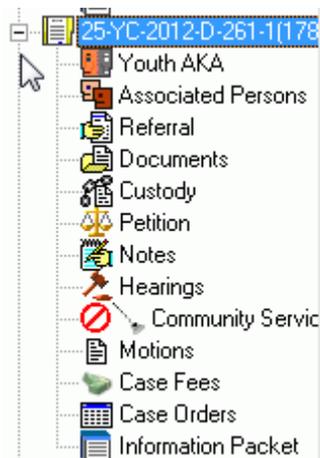
5.7 - List the cases this person has been associated with

► *Step 1 - Expand the case.*

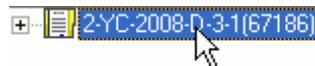
Click on the  next to the case number in the Case Navigation Panel.



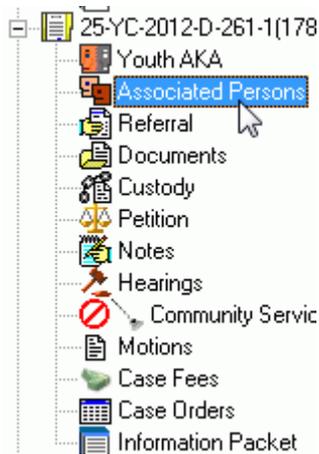
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Associated Persons in the Case Navigation panel.*



▶ *Step 3 - Click on the Person record to be edited in the list.*

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
JASON TESTCASE	FATHER - BIOLOGICAL		✓		
JENNY TESTCASE	MOTHER - BIOLOGICAL		✓		
TESTER JUDGE	PRESIDING	✓			
▶ JAMIE KELLY MCBRIDE	PROSECUTING ATTORNEY	✓			

ACTIONS
[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.

▶ *Step 4 - Click on List the cases this person has been associated with in the action list.*

ACTIONS
[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.
[Reorder](#) Date Appointed.
[Remove](#) Date Appointed.
[Change](#) Date Appointed.
[Generate](#) appointed order.
[Generate](#) Order to Pay Guardian AD Litem Fees.

Cases may be viewed by clicking on the Docket Number link and then opening the case in the Case Navigation panel.

This list may be printed by clicking on the  button in the upper right hand corner of this screen.

Close the screen by clicking on .

5.8 - Appointed Associated Persons

Type your drop-down text here.

5.8 - Appointed Associated Persons

▶ *Who is appointed.*

Certain individuals are appointed to these cases. These include Attorney's for the Youth, Guardian Ad Litem's and Court Appointed Special Advocates.

▶ *Specify Date Appointed.*

Step 1 - Click on the  next to the case number in the Case Navigation Panel to expand the case

Step 2 - Click on Associated Persons in the Case Navigation panel.



Step 3 - Click on the Person record to be edited in the list.

Name	Relationship	User	PPC	Appointed Date
ANN TESTCASE	GRANDMOTHER - PATERNAL		✓	
▶ SETH JUSTIN DUKE	GUARDIAN AD LITEM - ATTORNEY	✓		
AMANDA TESTCASE	MENTAL HEALTH FACILITY			
TESTER JUDGE	PRESIDING	✓		
REX MOHON	PRESIDING	✓		

ACTIONS

[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.
[Specify](#) Date Appointed.

Step 4 - Click on Specify in the Actions list.

ACTIONS

[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.
[Specify](#) Date Appointed.

Step 5 - Enter date Appointed.



A dialog box titled "Specify Date Appointed" with a close button (X) in the top right corner. It contains a label "Appointed" followed by a date input field showing "12/18/2008" and a dropdown arrow. Below the input field are two buttons: "OK" and "Cancel".

Step 6 - Click OK.

▶ *Record Date Appointed.*

Step 1 - Click on the  next to the case number in the Case Navigation Panel to expand the case.

Step 2 - Click on Associated Persons in the Case Navigation panel.



Step 3 - Click on the Person record to be edited in the list.

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
ANN TESTCASE	GRANDMOTHER - PATERNAL		✓		
▶ SETH JUSTIN DUKE	GUARDIAN AD LITEM - ATTORNEY	✓		12/18/2008	
AMANDA TESTCASE	MENTAL HEALTH FACILITY				
TESTER JUDGE	PRESIDING	✓			
REX MOHON	PRESIDING	✓			

Step 4 - Click on Record in the Actions list.

ACTIONS

- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.
- [Record](#) Date Appointed.
- [Remove](#) Date Appointed.
- [Change](#) Date Appointed.
- [Generate](#) appointed order.
- [Generate](#) Order to Pay Guardian AD Litem Fees.

▶ *Remove Date Appointed.*

Step 1 - Click on the  next to the case number in the Case Navigation Panel to expand the case.

Step 2 - Click on Associated Persons in the Case Navigation panel.



Step 3 - Click on the Person record to be edited in the list.

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
ANN TESTCASE	GRANDMOTHER - PATERNAL		✓		
▶ SETH JUSTIN DUKE	GUARDIAN AD LITEM - ATTORNEY	✓		12/18/2008	
AMANDA TESTCASE	MENTAL HEALTH FACILITY				
TESTER JUDGE	PRESIDING	✓			
REX MOHON	PRESIDING	✓			

Step 4 - Click on Remove Date Appointed in the Actions list.

ACTIONS

- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.
- [Remove](#) Date Appointed.
- [Change](#) Date Appointed.
- [Generate](#) appointed order.
- [Specify](#) Release from Appointment Date.
- [Generate](#) Order to Pay Guardian AD Litem Fees.

▶ *Change Date Appointed.*

Step 1 - Click on the  next to the case number in the Case Navigation Panel to expand the case.

Step 2 - Click on Associated Persons in the Case Navigation panel.



Step 3 - Click on the Person record to be edited in the list.

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
ANN TESTCASE	GRANDMOTHER - PATERNAL		✓		
▶ SETH JUSTIN DUKE	GUARDIAN AD LITEM - ATTORNEY	✓		12/18/2008	
AMANDA TESTCASE	MENTAL HEALTH FACILITY				
TESTER JUDGE	PRESIDING	✓			
REX MOHON	PRESIDING	✓			

Step 4 - Click on Change Date Appointed in the Actions list.

ACTIONS

- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.
- [Remove](#) Date Appointed.
- [Change](#) Date Appointed.
- [Generate](#) appointed order.
- [Specify](#) Release from Appointment Date.
- [Generate](#) Order to Pay Guardian AD Litem Fees.

Step 5 - Enter correct date.



Step 6 - Click OK.

▶ *Generate Appointed Order.*

Step 1 - Click on the  next to the case number in the Case Navigation Panel to expand the case.

Step 2 - Click on Associated Persons in the Case Navigation panel.



Step 3 - Click on the Person record to be edited in the list.

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
ANN TESTCASE	GRANDMOTHER - PATERNAL		✓		
▶ SETH JUSTIN DUKE	GUARDIAN AD LITEM - ATTORNEY	✓		12/18/2008	
AMANDA TESTCASE	MENTAL HEALTH FACILITY				
TESTER JUDGE	PRESIDING	✓			
REX MOHON	PRESIDING	✓			

Step 4 - Click on Generate Appointed Order in the Actions list.

ACTIONS

- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.
- [Remove](#) Date Appointed.
- [Change](#) Date Appointed.
- [Generate](#) appointed order.
- [Specify](#) Release from Appointment Date.
- [Generate](#) Order to Pay Guardian AD Litem Fees.

► *Generate Order to Pay Guardian Ad Litem Fees.*

Step 1 - Click on the  next to the case number in the Case Navigation Panel to expand the case.

Step 2 - Click on Associated Persons in the Case Navigation panel.



Step 3 - Click on the Person record to be edited in the list.

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
ANN TESTCASE	GRANDMOTHER - PATERNAL		✓		
▶ SETH JUSTIN DUKE	GUARDIAN AD LITEM - ATTORNEY	✓		12/18/2008	
AMANDA TESTCASE	MENTAL HEALTH FACILITY				
TESTER JUDGE	PRESIDING	✓			
REX MOHON	PRESIDING	✓			

Step 4 - Click on Generate Order to Pay Guardian Ad Litem Fees.

ACTIONS

- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.
- [Remove](#) Date Appointed.
- [Change](#) Date Appointed.
- [Generate](#) appointed order.
- [Specify](#) Release from Appointment Date.
- [Generate](#) Order to Pay Guardian AD Litem Fees.

Step 5 - Route document to Judge for signature.

▶ *Specify Release from Appointment Date.*

Step 1 - Click on the  next to the case number in the Case Navigation Panel to expand the case.

Step 2 - Click on Associated Persons in the Case Navigation panel.



Step 3 - Click on the Person record to be edited in the list.

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
ANN TESTCASE	GRANDMOTHER - PATERNAL		✓		
▶ SETH JUSTIN DUKE	GUARDIAN AD LITEM - ATTORNEY	✓		12/18/2008	
AMANDA TESTCASE	MENTAL HEALTH FACILITY				
TESTER JUDGE	PRESIDING	✓			
REX MOHON	PRESIDING	✓			

Step 4 - Click on Specify Release from Appointment Date in the Actions list.

ACTIONS

- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.
- [Remove](#) Date Appointed.
- [Change](#) Date Appointed.
- [Generate](#) appointed order.
- [Specify](#) Release from Appointment Date.
- [Generate](#) Order to Pay Guardian AD Litem Fees.

Step 5 - Enter release date.

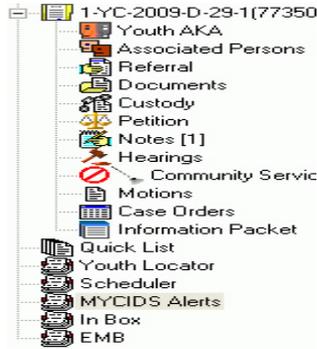


Step 6 - Click OK.

▶ *Record Release Appointment Date*

Step 1 - Click on the  next to the case number in the Case Navigation Panel to expand the case.

Step 2 - Click on Associated Persons in the Case Navigation panel.



Step 3 - Click on the Person record to be edited in the list.

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
ANN TESTCASE	GRANDMOTHER - PATERNAL		✓		
▶ SETH JUSTIN DUKE	GUARDIAN AD LITEM - ATTORNEY	✓		12/18/2008	
AMANDA TESTCASE	MENTAL HEALTH FACILITY				
TESTER JUDGE	PRESIDING	✓			
REX MOHON	PRESIDING	✓			

Step 4 - Click on Record Release Appointment Date in the Actions list.

ACTIONS

- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.
- [Remove](#) Date Appointed.
- [Generate](#) appointed order.
- [Record](#) Release Appointment Date.
- [Generate](#) Release from Appointment Order.

▶ *Generate Release from Appointment Order.*

Step 1 - Click on the  next to the case number in the Case Navigation Panel to expand the case.

Step 2 - Click on Associated Persons in the Case Navigation panel.



Step 3 - Click on the Person record to be edited in the list.

Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
ANN TESTCASE	GRANDMOTHER - PATERNAL		✓		
▶ SETH JUSTIN DUKE	GUARDIAN AD LITEM - ATTORNEY	✓		12/18/2008	
AMANDA TESTCASE	MENTAL HEALTH FACILITY				
TESTER JUDGE	PRESIDING	✓			
REX MOHON	PRESIDING	✓			

Step 4 - Click on Generate Release from Appointment Order in the Actions list.

ACTIONS

- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.
- [Remove](#) Date Appointed.
- [Generate](#) appointed order.
- [Record](#) Release Appointment Date.
- [Generate](#) Release from Appointment Order.

Step 5 - Route document to Judge for signature.

Referrals

6.0 - Referrals

The Referrals node is where the charges are added to the case. This section will address how to add, edit, or delete referral information. It will also address recording referrals and generating intake orders.

- ▶ [6.1 - Add a Referral to a Case](#)
- ▶ [6.2 - Edit a Referral](#)
- ▶ [6.3 - Delete a Referral](#)
- ▶ [6.4 - Record a Referral to the General Docket](#)
- ▶ [6.5 - Generate Intake Order](#)
- ▶ [6.6 - Modify the Ref. Number](#)

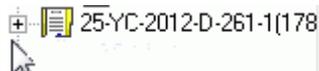
6.1 - Add a Referral

Type your drop-down text here.

6.1 - Add a Referral

► *Step 1 - Expand the case.*

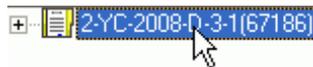
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.

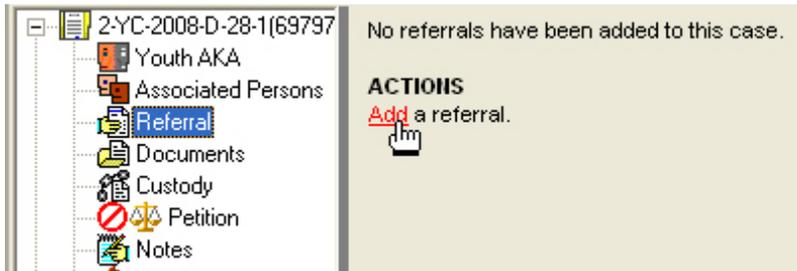


► *Step 2 - Click on Referral node.*

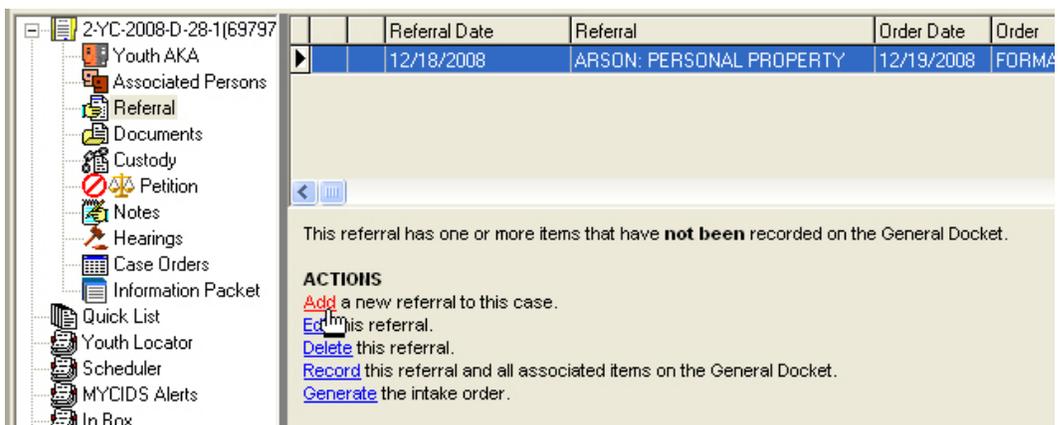


- ▶ *Step 3 - From the Edit Panel area, click on "Add a referral" or click on "Add a new referral to this case."*

If no referrals exist, click Add a referral.



If a referral already exists, click on Add a new referral to this case from the actions list.



- ▶ *Step 4 - Enter Referral Information*

1. Choose Reason for Referral from the drop-down menu.

Reason for Referral

- ACCESSORY AFTER THE FACT (Delinquent Child or a Child in Need of Supervision) : 97-1-5
- ACCESSORY BEFORE THE FACT (Delinquent Child or a Child in Need of Supervision) : 97-1-3
- ANIMALS: DOG, CAUSING MALICIOUS INJURY (Delinquent Child or a Child in Need of Supervision) : 97-41-16
- ANIMALS: LIVESTOCK, CAUSING MALICIOUS INJURY (Delinquent Child or a Child in Need of Supervision) : 97-41-15
- ARREST: RESISTING OR OBSTRUCTING (Delinquent Child or a Child in Need of Supervision) : 97-9-73
- ARSON: ATTEMPT, AID OR INDUCE TO BURN (Delinquent Child or a Child in Need of Supervision) : 97-17-9
- ARSON: DWELLING OR OUT BUILDING (Delinquent Child or a Child in Need of Supervision) : 97-17-1
- ARSON: INSURED PROPERTY (Delinquent Child or a Child in Need of Supervision) : 97-17-11

2. (Optional) - Enter Document Text in "Complete Sentence" format. This text shows up in the MYCIDS generated Intake Order and Petition.

Document Text: Amy Jo Testcase tried to burn down Alcorn County High School.

3. (Optional) - Enter a Ref#. This a number that can be assigned to each referral. The Ref# is a number that can be assigned to each referral.

Ref. #

4. Choose the date that the offense occurred from the drop down calendar.

Offense Date: 12/16/2008

Referral Date

December, 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 12/18/2008

5. Choose the date of referral from the drop down calendar.

Referral Date: 12/17/2008

December, 2008

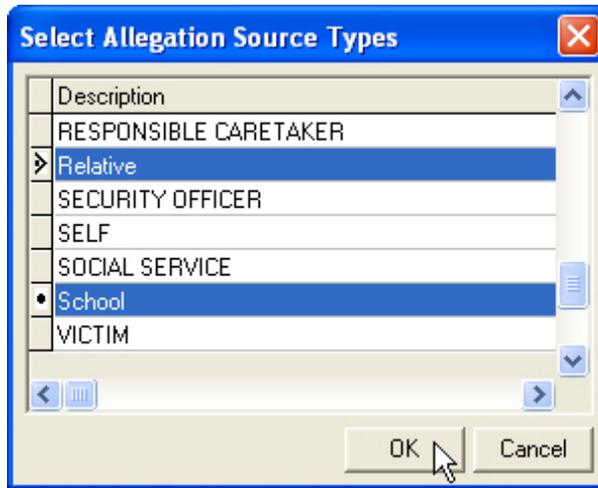
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 12/18/2008

6. Click the add button under the Allegation Brought By section.

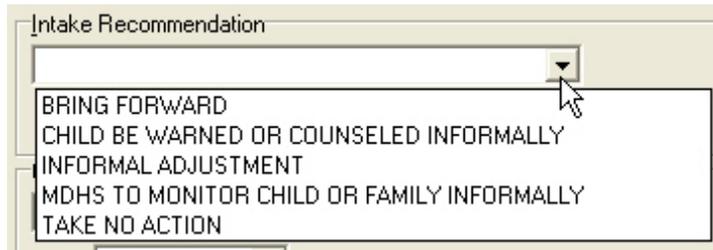


Then, choose who the allegation was brought by and click OK.

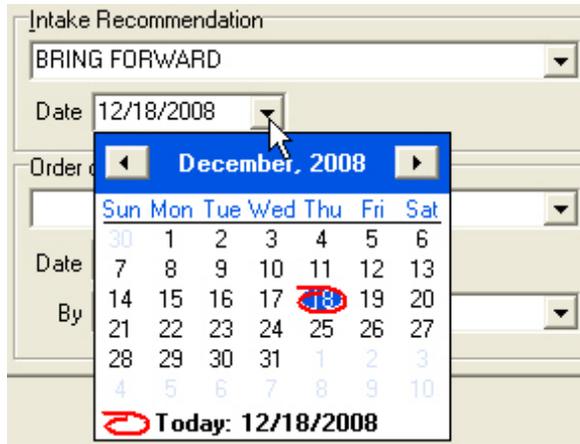


	<p>Hold down the CTRL button on the keyboard to multiple select from the Allegation Brought By window</p>
---	---

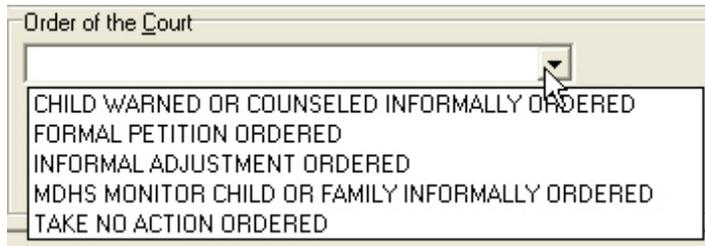
7. Choose the intake recommendation from the drop down list.



8. Choose the intake recommendation date from the drop down calendar.



9. Choose the order of the court from the drop down list.



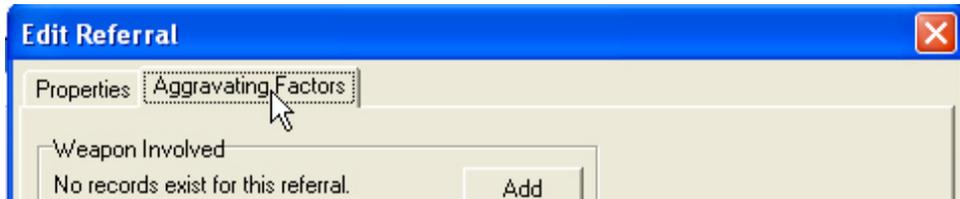
10. Choose the order of the court date from the drop down calendar.



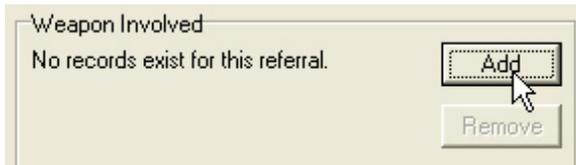
11. From the drop down list, choose who the order of the courts is by.



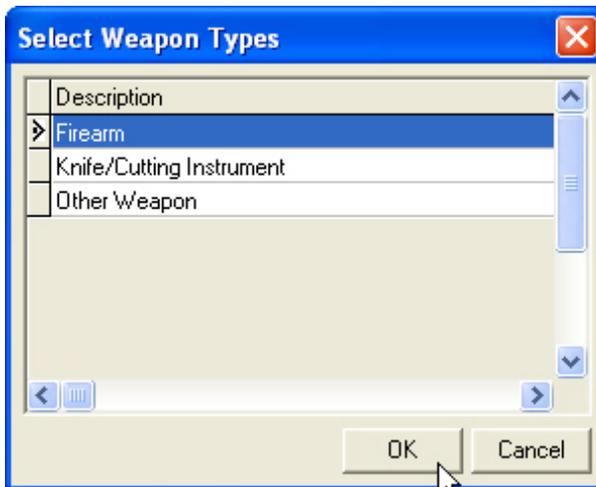
12. If there are any aggravating factors (i.e.: Weapons, Intoxicants) for the referral, choose the aggravating factors tab at the top of the edit referral window.



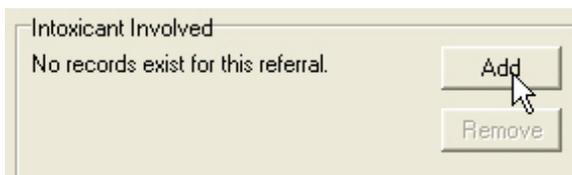
13. Click the add button in the weapons involved section to select weapons as aggravating factors.



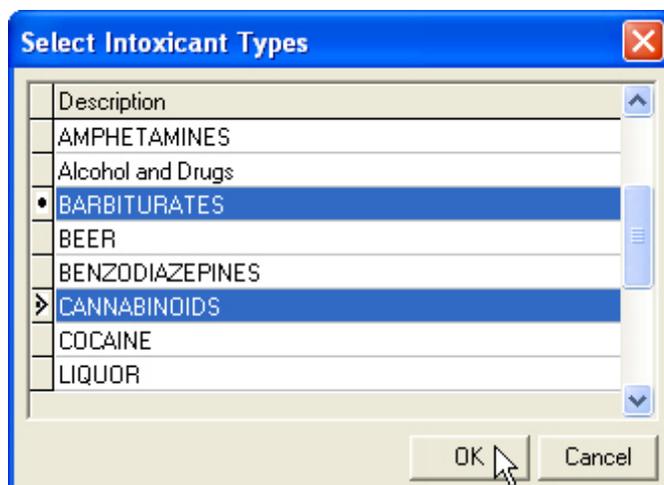
Choose from the weapons list and click OK.



14. Click the add button in the intoxicants involved section to select intoxicants as aggravating factors.



15. Choose from the aggravating factors list and click OK.



- ▶ Step 5 - Click OK.

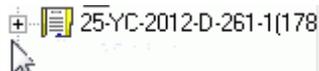
6.2 - Edit a Referral

Type your drop-down text here.

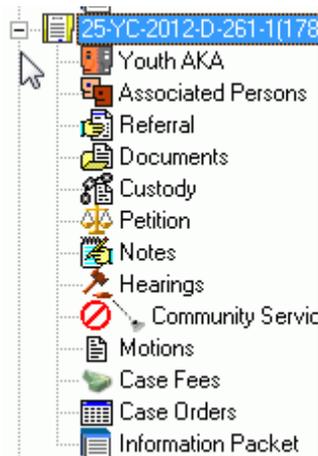
6.2 - Edit a Referral

► *Step 1 - Expand the case.*

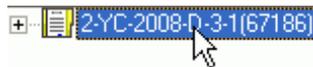
Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Referral node.*



- ▶ *Step 3 - Choose the referral to edit and click "Edit this referral" from the list of actions.*

Choose the referral to edit and click Edit this referral from the list of actions.

	Referral Date	Referral	Order Date	Order
	12/17/2008	ASSAULT: AGGRAVATED	12/18/2008	FORMAL PETITIO
▶	12/18/2008	ARSON: PERSONAL PROPERTY	12/19/2008	FORMAL PETITIO

[<](#)
[|](#)

This referral has one or more items that have **not been** recorded on the General Docket.

ACTIONS

[Add](#) a new referral to this case.

[Edit](#) this referral.

[Delete](#) this referral.

[Record](#) this referral and all associated items on the General Docket.

- ▶ *Step 4 -Make the desired changes in the Edit Referral window.*

Edit Referral [X]

Properties | Aggravating Factors

Reason for Referral: ARSON: PERSONAL PROPERTY (DELINQUENT CHILD OF)

Document Text: [Empty text area]

Ref. #: [Empty text field]

Offense Date: 12/11/2008 | Referral Date: 12/18/2008

Allegation Brought By: [Empty list area] [Add] [Remove]

Referral Recommendation/Order Information

Intake Recommendation: BRING FORWARD | Date: 12/19/2008

Order of the Court: FORMAL PETITION ORDERED | Date: 12/19/2008 | By: JAMIE KELLY MCBRIDE

[OK] [Cancel]

- ▶ **Step 5 - Click OK.**

6.3 - Delete a Referral

Type your drop-down text here.

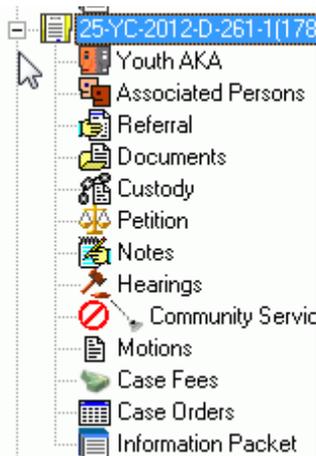
6.3 - Delete a Referral

► *Step 1 - Expand the case.*

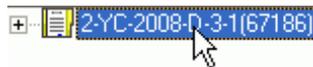
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Referral node.*



- ▶ *Step 3 - Choose the referral to delete and click "Delete this referral" from the list of actions.*

Choose the referral to delete and click Delete this referral from the list of actions.

	Referral Date	Referral	Order Date	Order
	12/17/2008	ASSAULT: AGGRAVATED	12/18/2008	FORM
▶	12/18/2008	ARSON: PERSONAL PROPERTY	12/19/2008	FORM

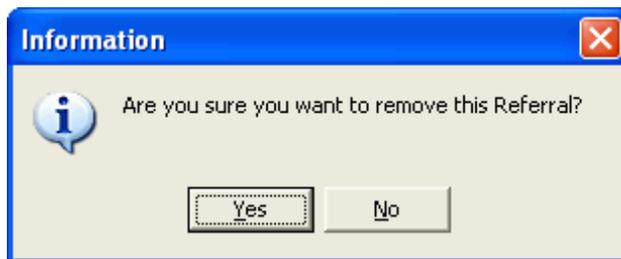
[<](#)
[|||](#)

This referral has one or more items that have **not been** recorded on the General Docket.

ACTIONS

[Add](#) a new referral to this case.
[Edit](#) this referral.
[Delete](#) this referral.
[Recon](#) this referral and all associated items on the General Docket.
[Generate](#) the intake order.

- ▶ *Step 4 - On the deletion confirmation window, click yes to delete the referral or no to keep the referral.*



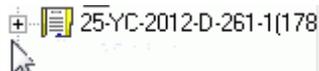
6.4 - Record Referral on General Docket

Type your drop-down text here.

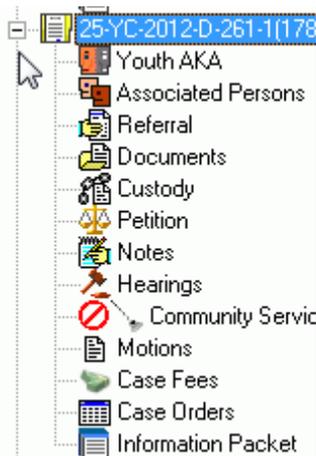
6.4 - Record Referral on General Docket

► *Step 1 - Expand the case.*

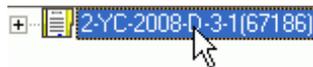
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Referral node.*



- ▶ *Step 3 - Choose the referral to record and click "Record this referral on the General Docket" from the list of actions.*

Choose the referral to record and click "Record this referral on the general docket" from the list of actions.

	Referral Date	Referral	Order Date	Order
	12/17/2008	ASSAULT: AGGRAVATED	12/18/2008	FORM
▶	12/18/2008	ARSON: PERSONAL PROPERTY	12/19/2008	FORM

This referral has one or more items that have **not been** recorded on the General Docket.

ACTIONS

[Add](#) a new referral to this case.
[Edit](#) this referral.
[Delete](#) this referral.
[Record](#) this referral and all associated items on the General Docket.
[Generate](#) the intake order.

Once a referral is recorded, the symbol will appear next to the referral as shown in the image below.

	Referral Date	Referral	Order Date	Order
	12/17/2008	ASSAULT: AGGRAVATED	12/18/2008	FO
▶	12/18/2008	ARSON: PERSONAL PROPERTY	12/19/2008	FO

This referral and all associated items have been recorded on the General Docket.

6.5 - Generate Intake Order

Type your drop-down text here.

6.5 - Generate Intake Order

- ▶ *Step 1 - Expand the case.*

Click on the  symbol next to the case number in the Case Navigation Panel



- ▶ *Step 2 - Click on Referral node.*



- ▶ *Step 3 - Click "Generate the intake order" from the list of actions.*

Choose "Generate the intake order" from the list of actions.

	Referral Date	Referral	Order Date	Order
▶	12/17/2008	ASSAULT: AGGRAVATED	12/18/2008	FOR
	12/19/2008	ARSON: PERSONAL PROPERTY	12/19/2008	FOR

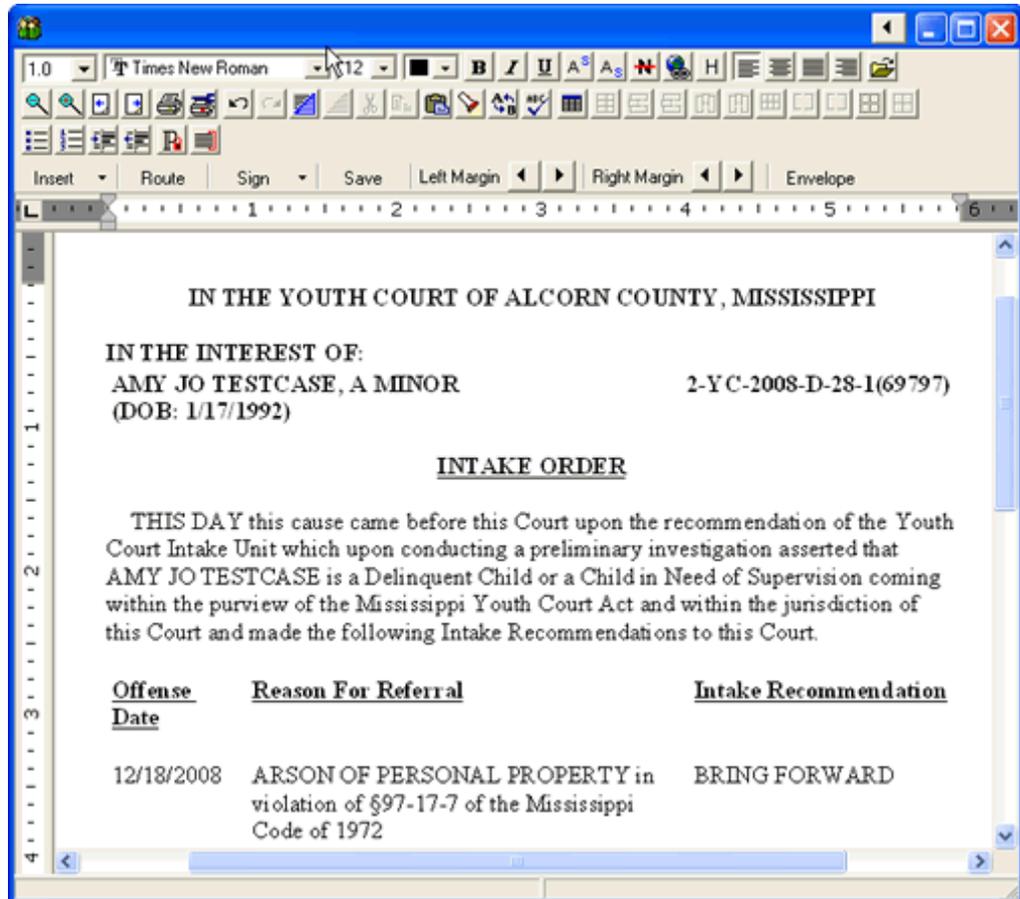
[←](#) [☰](#)

This referral has one or more items that have **not been** recorded on the General Docket.

ACTIONS

[Add](#) a new referral to this case.
[Edit](#) this referral.
[Delete](#) this referral.
[Record](#) this referral and all associated items on the General Docket.
[Generate](#) the intake order.

The intake order will open in the MYCIDS word processor as shown in the image below.



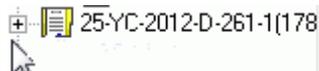
6.6 - Modify Ref. Number

Type your drop-down text here.

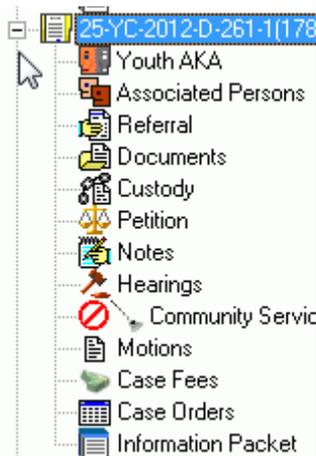
6.6 - Modify Ref. Number

► *Step 1 - Expand the case.*

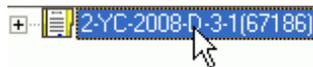
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Referral node.*



- ▶ *Step 3 - Choose the referral to modify the ref. number and click "Modify the Ref. Number ONLY" from the list of actions.*

Choose the referral to modify the ref. number and click "Modify the Ref. Number ONLY" from the list of actions.

	Referral Date	Referral	Order Date	Ord
	12/17/2008	ASSAULT: AGGRAVATED	12/18/2008	FOF
	12/19/2008	ARSON: PERSONAL PROPERTY	12/19/2008	FOF

This referral and all associated items have been recorded on the General Docket.

This referral has been referenced on a previously filed petition. You will not be allowed to e petition to not include this referral.

ACTIONS

[Add](#) a new referral to this case.
[View](#) this referral.
[Modify](#) the Ref. Number ONLY.
[Generate](#) the intake order.

Make the desired changes to the Ref number and click OK.

Edit Ref. Number ✖

Properties

Ref. #

Note
!

The Modify Ref. # ONLY action is available if the referral has been addressed on a petition.

If the referral has not been addressed on a petition simply click the "Edit this referral" action to modify the ref. number.

- ▶ *Step 4 -Make the desired changes in the Edit Referral window.*

Edit Referral

Properties | Aggravating Factors

Reason for Referral ARSON: PERSONAL PROPERTY (DELINQUENT CHILD OF

Document Text

Ref. #

Offense Date 12/11/2008 Referral Date 12/18/2008

Allegation Brought By

Add

Remove

Referral Recommendation/Order Information

Intake Recommendation

BRING FORWARD

Date 12/19/2008

Order of the Court

FORMAL PETITION ORDERED

Date 12/19/2008

By JAMIE KELLY MCBRIDE

OK Cancel

- ▶ **Step 5 - Click OK.**

Documents

7.0 - Documents

The Documents node lists documents which have been generated by MYCIDS, documents added to the system from a scanner, or documents attached from files on your computer. This section will address how to manage the documents for a case.

- ▶ [7.1 - Attaching](#)
- ▶ [7.2 - Scanning](#)
- ▶ [7.3 - Replacing](#)
- ▶ [7.4 - Removing](#)
- ▶ [7.5 - Recording](#)
- ▶ [7.6 - Downloading and Viewing](#)
- ▶ [7.7 - Edit Description](#)
- ▶ [7.8 - Edit Notes](#)
- ▶ [7.9 - Showing Summons](#)

7.1 - Attaching Documents

Type your drop-down text here.

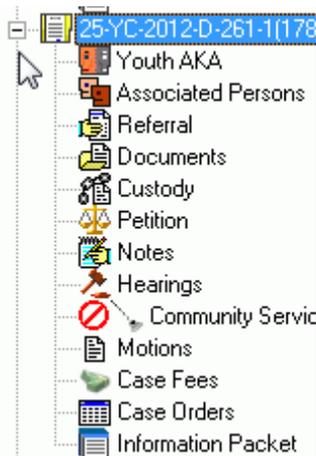
7.1 - Attaching Documents

► *Step 1 - Expand the case.*

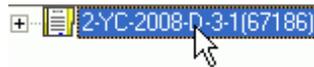
Click on the  next to the case number in the Case Navigation Panel.



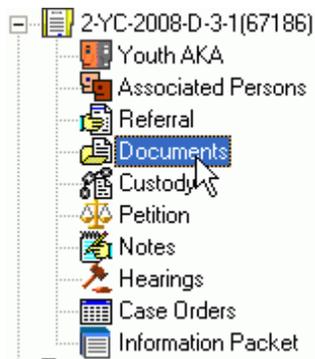
The expanded case will look like the image below.



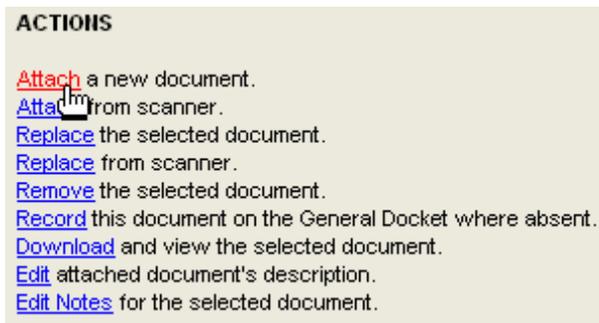
The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Documents in the Case Navigation panel.*

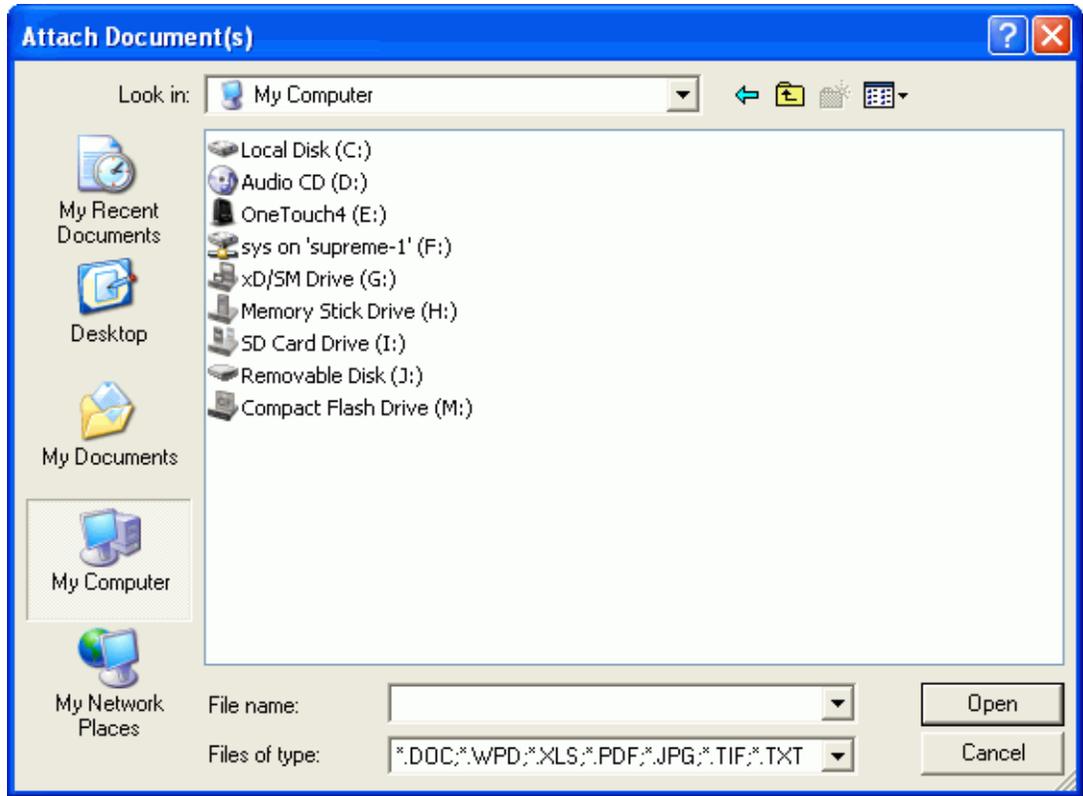


- ▶ *Step 3 - Click on Attach a new Document.*



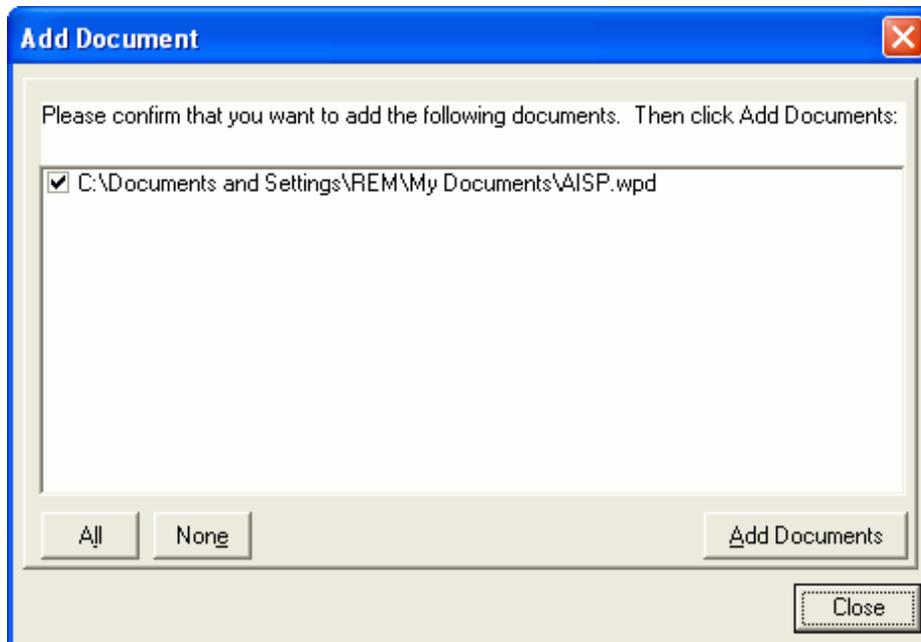
- ▶ *Step 4 - Select document from the Attach Document browser.*

Document can be attached from the local computer, disks or flash drives. Locate the document from the source and click open.



► *Step 5 - Confirm document selection.*

Click Add Documents to accept the selected document. Click Close to cancel.



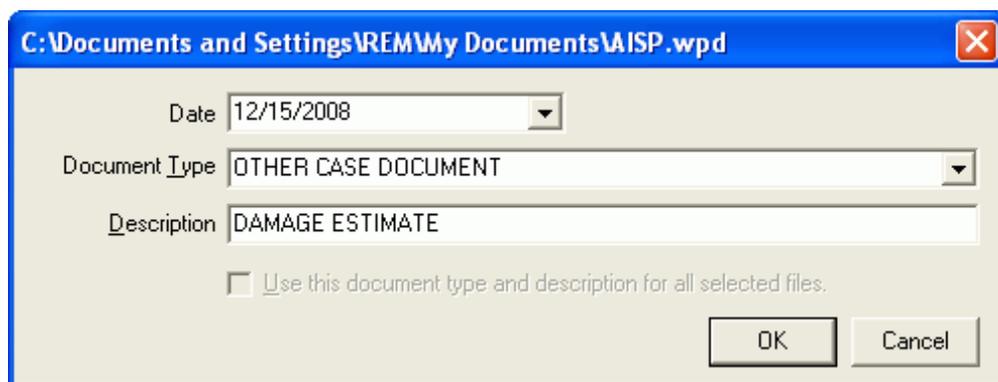
► *Step 6 - Date, name and describe document.*

Enter the document date.

Select document type from drop down list.

Enter Document Description to correctly name the document in the list.

Click OK.



The image shows a Windows dialog box titled "C:\Documents and Settings\REM\My Documents\WISP.wpd". The dialog box contains the following fields and controls:

- Date:** A dropdown menu showing "12/15/2008".
- Document Type:** A dropdown menu showing "OTHER CASE DOCUMENT".
- Description:** A text input field containing "DAMAGE ESTIMATE".
- Use this document type and description for all selected files.
- Buttons:** "OK" and "Cancel" buttons.

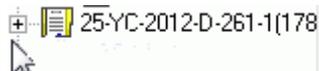
7.2 - Scanning Documents

Type your drop-down text here.

7.2 - Scanning Documents

► *Step 1 - Expand the case.*

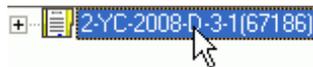
Click on the  next to the case number in the Case Navigation Panel.



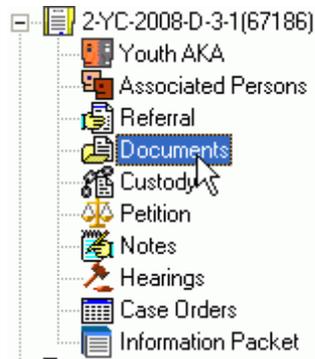
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.

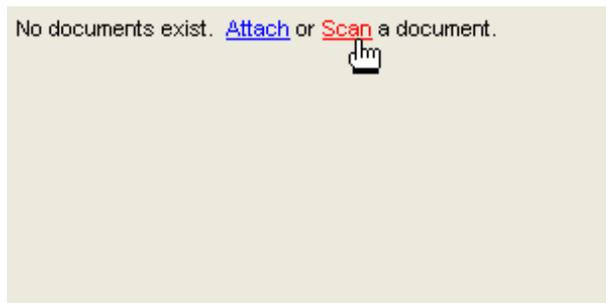


► *Step 2 - Click on Documents in the Case Navigation panel.*

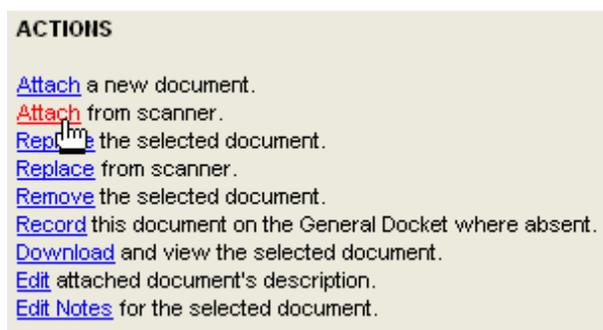


► *Step 3 - Click on Attach from Scanner or Scan a document*

If no documents exist the documents nodes actions will look similar to the following image. Click Scan a document.

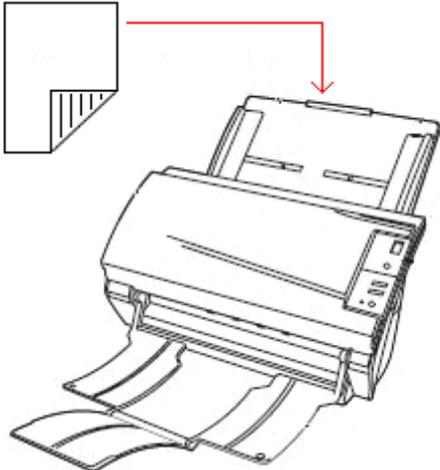


If documents exist the documents nodes actions will look similar to the following image. Click Attach from Scanner

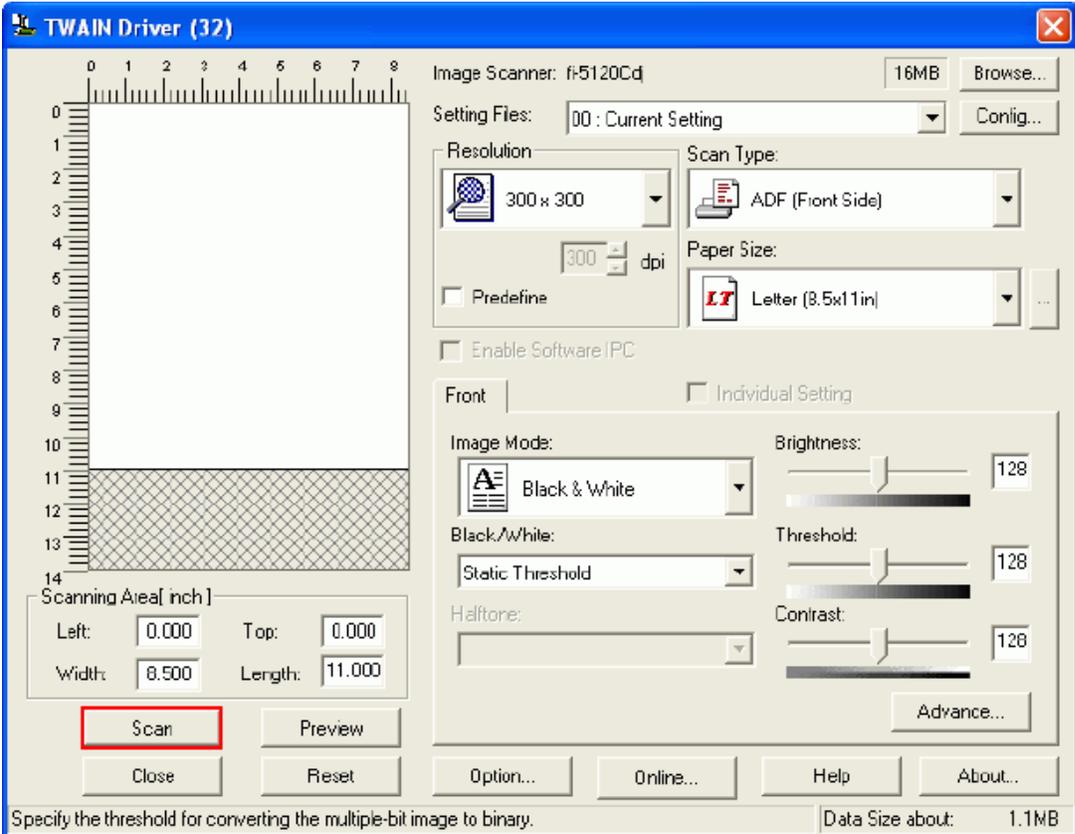


► *Step 4 - Insert document into scanner.*

Insert the document in a top-down, face-down orientation. (See scanner documentation for document feed capacity.)



► *Step 5 - Click Scan in Docviewer.*

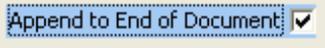


► *Step 6 - Save document and close MYCIDS Document Processor.*

The MYCIDS Document Processor allows the user to manipulate documents scanned into MYCIDS. Click on  to save the scanned document. Click on  to close the Document Processor.



	Close MYCIDS Document Processor.
	Print Document.
	Go to previous document of a multiple page scan.
	Go to next page of a multiple page scan.
	Rotate page in current view.
	Revert to default zoom level.
	Zoom in.
	Zoom out.
	Delete currently viewed page.
	Scan another document to the end of the current document.
	Save current document.
	Move the page order of the document.

	<p>Check the box to scan the front and back of the next document.</p>
	<p>Check the box to add the document to be scanned to the end of the current document. Leave the box empty to add to the beginning of the current document.</p>

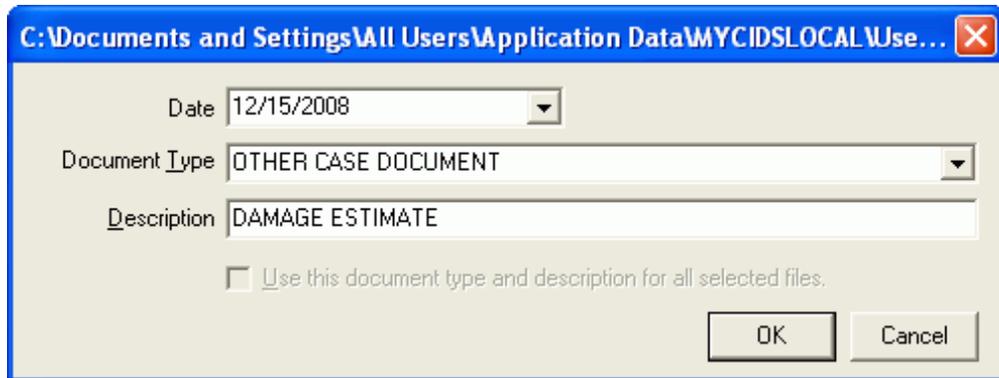
► *Step 7 - Date, name and describe document.*

Enter the date of the document.

Select the Document Type from the drop-down list.

Enter the description of the document if necessary.

Click OK.



7.3 - Removing Documents

Type your drop-down text here.

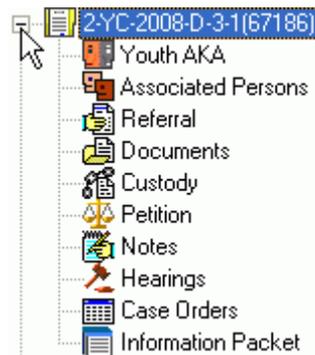
7.3 - Removing Documents

► *Step 1 - Expand the case.*

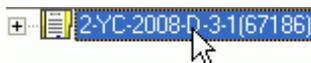
Click on the + next to the case number in the Case Navigation Panel.



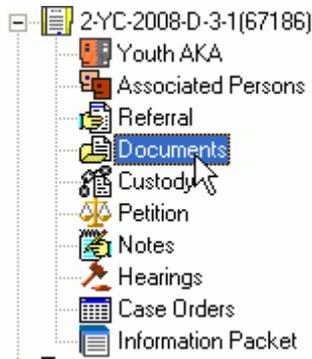
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Documents in the Case Navigation panel.*



▶ *Step 3 - Select document from the Documents list.*

		12/08/2008 14:01	INTAKE ORDER	N/A
		12/18/2008 13:50	APPOINT YOUTH ATTORNEY ORDER	N/A
		12/15/2008 00:00	DAMAGE ESTIMATE	N/A

	Clicking on the document highlights the document in blue. This insures that the correct document has been chosen.
--	---

▶ *Step 4 - Click Remove in Actions list.*

ACTIONS

[Attach](#) a new document.

[Attach](#) from scanner.

[Replace](#) the selected document.

[Replace](#) from scanner.

[Remove](#) the selected document.

[Recover](#) this document on the General Docket where absent.

[Download](#) and view the selected document.

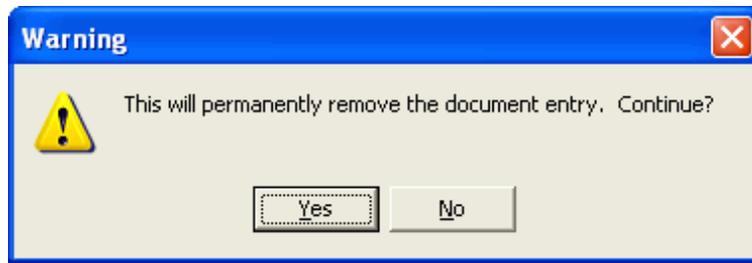
[Edit](#) attached document's description.

[Edit Notes](#) for the selected document.

Note!	<i>Documents that have been recorded cannot be removed.</i>
--------------	---

▶ *Step 5 - Confirm removal of document.*

Click on Yes to complete the removal process. Click No to cancel.



7.4 - Replacing Documents

Type your drop-down text here.

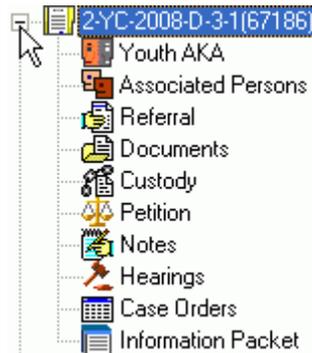
7.4 - Replacing Documents

► *Step 1 - Expand the case.*

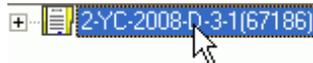
Click on the + next to the case number in the Case Navigation Panel.



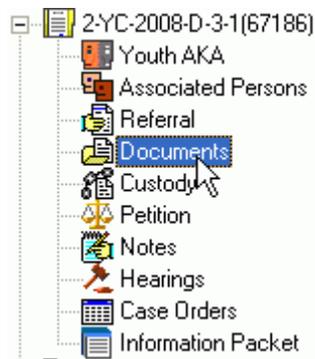
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Documents in the Case Navigation panel.*



- *Step 3 - Click on document to be replaced in the Document list.*

		12/08/2008 14:01	INTAKE ORDER	N/A
		12/18/2008 13:50	APPOINT YOUTH ATTORNEY ORDER	N/A
▶		12/15/2008 00:00	DAMAGE ESTIMATE	N/A



Clicking on the document highlights the document in blue. This insures that the correct document has been chosen.

- *Step 4 - Click on Replace in the Actions list.*

Click on ["Replace" from scanner](#) to replace the selected document with a scanned document.

ACTIONS
Attach a new document.
Attach from scanner.
Replace the selected document.
Replace from scanner.
Remove the selected document.
Record this document on the General Docket where absent.
Download and view the selected document.
Edit attached document's description.
Edit Notes for the selected document.

Click on ["Replace" the selected document](#) to replace the selected document with a document from the computer.

ACTIONS

[Attach](#) a new document.

[Attach](#) from scanner.

[Replace](#) the selected document.

[Replace](#) from scanner.

[Remove](#) the selected document.

[Record](#) this document on the General Docket where absent.

[Download](#) and view the selected document.

[Edit](#) attached document's description.

[Edit Notes](#) for the selected document.

7.5 - Recording Documents

Type your drop-down text here.

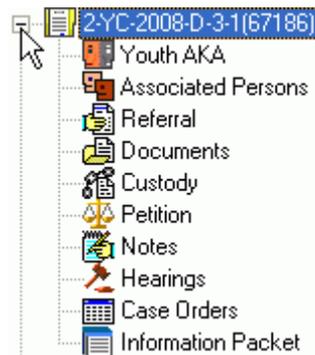
7.5 - Recording Documents

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



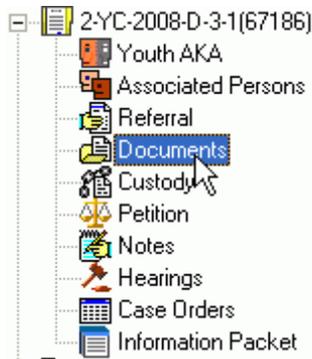
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Documents in the Case Navigation panel.*



► *Step 3 - Click on document to be recorded in Documents list.*

		12/08/2008 14:01	INTAKE ORDER	N/A
		12/18/2008 13:50	APPOINT YOUTH ATTORNEY ORDER	N/A
		12/15/2008 00:00	DAMAGE ESTIMATE	N/A

Note !

Record only documents that have been scanned. Documents generated by MYCIDS will be recorded automatically when signed.



Clicking on the document highlights the document in blue. This insures that the correct document has been chosen.

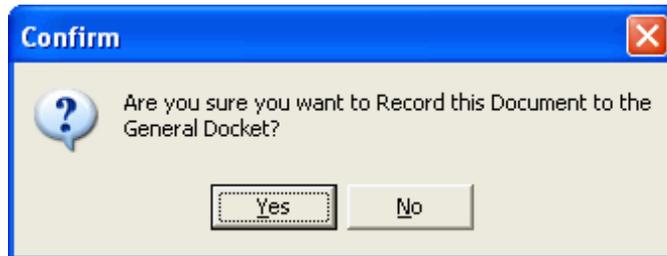
► *Step 4 - Click on Record in the Actions list.*

ACTIONS

[Attach](#) a new document.
[Attach](#) from scanner.
[Replace](#) the selected document.
[Replace](#) from scanner.
[Remove](#) the selected document.
[Record](#) this document on the General Docket where absent.
[Download](#) and view the selected document.
[Edit](#) attached document's description.
[Edit Notes](#) for the selected document.

► *Step 5 - Confirm Recording.*

Click Yes to complete the recording process. Click No to cancel the recording process.



7.6 - Downloading and Viewing Documents

Type your drop-down text here.

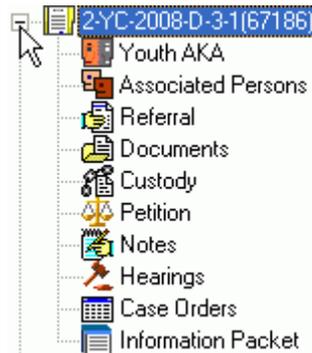
7.6 - Downloading and Viewing Documents

► *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.



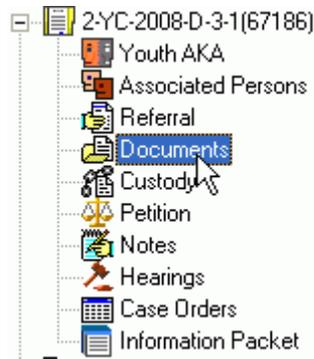
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Documents in the Case Navigation panel.*



► *Step 3 - Click on selected document in the Documents list.*

		12/08/2008 14:01	INTAKE ORDER	N/A
		12/18/2008 13:50	APPOINT YOUTH ATTORNEY ORDER	N/A
		12/15/2008 00:00	DAMAGE ESTIMATE	N/A



Clicking on the document highlights the document in blue. This insures that the correct document has been chosen.

► *Step 4 - Click on Download in the Actions list.*

ACTIONS

[Attach](#) a new document.

[Attach](#) from scanner.

[Replace](#) the selected document.

[Replace](#) from scanner.

[Remove](#) the selected document.

[Record](#) this document on the General Docket where absent.

[Download](#) and view the selected document.

[Edit](#) attached document's description.

[Edit Notes](#) for the selected document.

Documents may be edited, routed, and printed from this screen. To learn more about the MYCIDS Word Processor features, see [23.0 - Word Processor](#).

7.7 - Edit Document Descriptions

Type your drop-down text here.

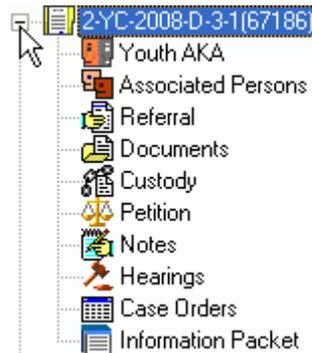
7.7 - Edit Document Descriptions

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



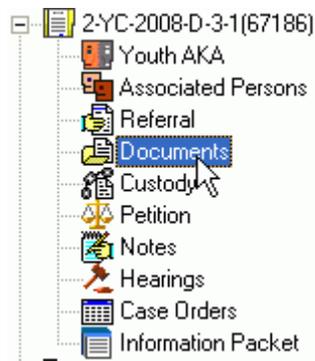
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Documents in the Case Navigation panel.*



- ▶ *Step 3 - Click on document in the Documents list.*

		12/08/2008 14:01	INTAKE ORDER	N/A
		12/18/2008 13:50	APPOINT YOUTH ATTORNEY ORDER	N/A
		12/15/2008 00:00	DAMAGE ESTIMATE	N/A



Clicking on the document highlights the document in blue. This insures that the correct document has been chosen.

- ▶ *Step 4 - Click on Edit in the Actions list.*

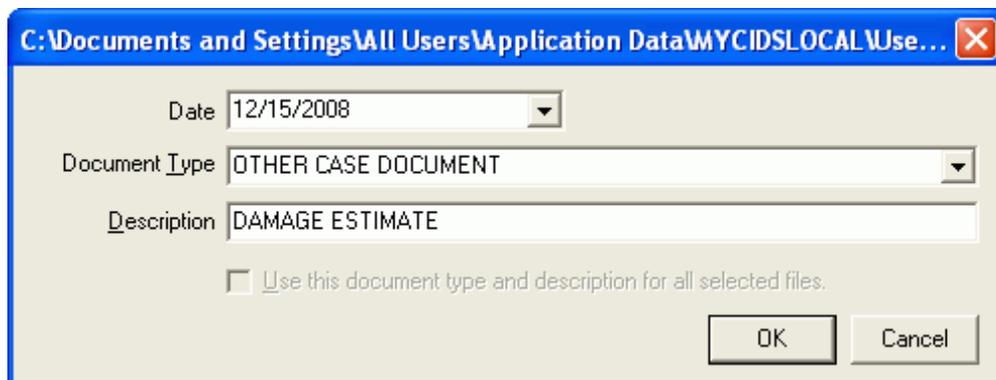
ACTIONS

- [Attach](#) a new document.
- [Attach](#) from scanner.
- [Replace](#) the selected document.
- [Replace](#) from scanner.
- [Remove](#) the selected document.
- [Record](#) this document on the General Docket where absent.
- [Download](#) and view the selected document.
- [Edit](#) attached document's description.
- [Edit notes](#) for the selected document.

- ▶ *Step 5 - Edit description field.*

Enter the description of the document if necessary.

Click OK.



7.8 - Edit Document Notes

Type your drop-down text here.

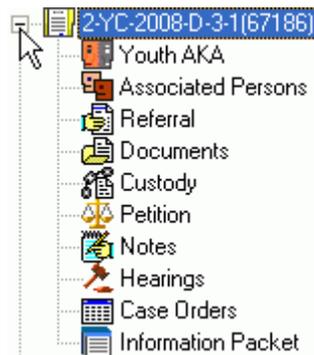
7.8 - Edit Document Notes

► *Step 1 - Expand the case.*

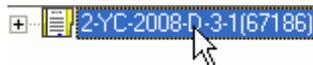
Click on the  next to the case number in the Case Navigation Panel.



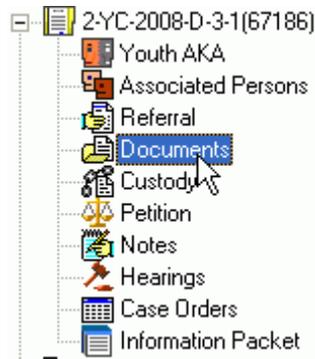
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Documents in the Case Navigation panel.*



▶ *Step 3 - Click on selected document in the Documents list.*

		12/08/2008 14:01	INTAKE ORDER	N/A
		12/18/2008 13:50	APPOINT YOUTH ATTORNEY ORDER	N/A
		12/15/2008 00:00	DAMAGE ESTIMATE	N/A



Clicking on the document highlights the document in blue. This insures that the correct document has been chosen.

▶ *Step 4 - Click on Edit Notes in the Actions list.*

ACTIONS

[Attach](#) a new document.

[Attach](#) from scanner.

[Replace](#) the selected document.

[Replace](#) from scanner.

[Remove](#) the selected document.

[Record](#) this document on the General Docket where absent.

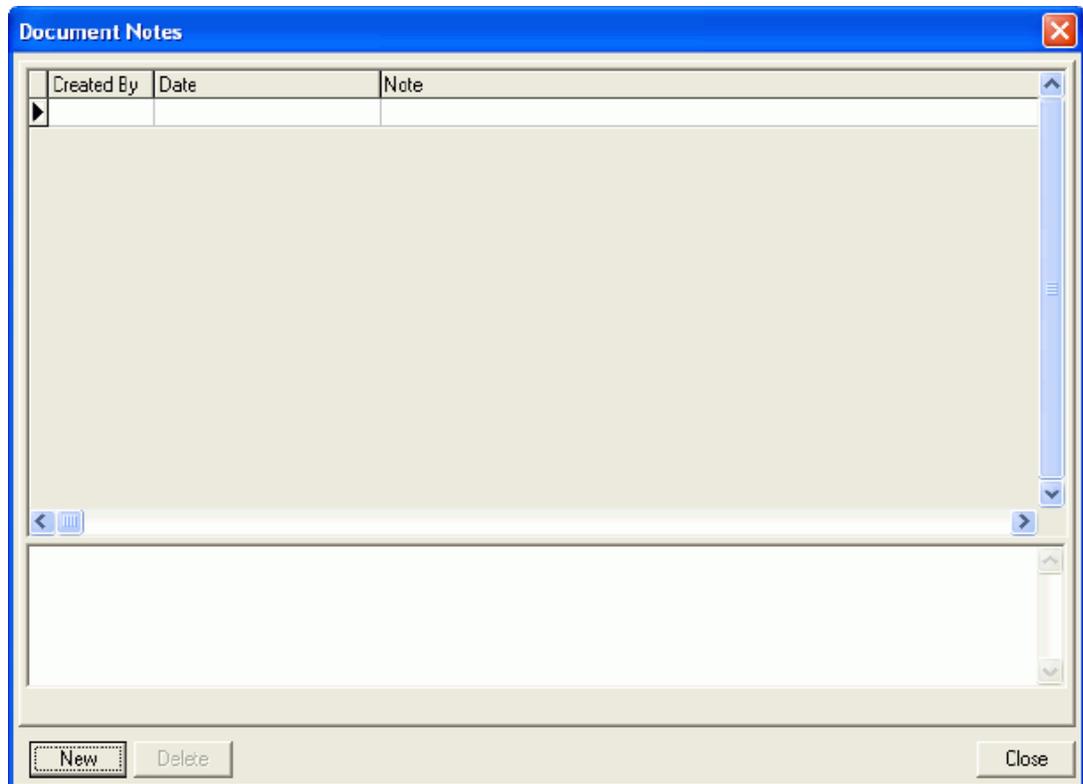
[Download](#) and view the selected document.

[Edit](#) attached document's description.

[Edit Notes](#) for the selected document.

▶ *Step 5 - Click on New in the Document Notes editor.*

This screen lists the notes entered for the selected document.



► *Step 6 - Type note.*

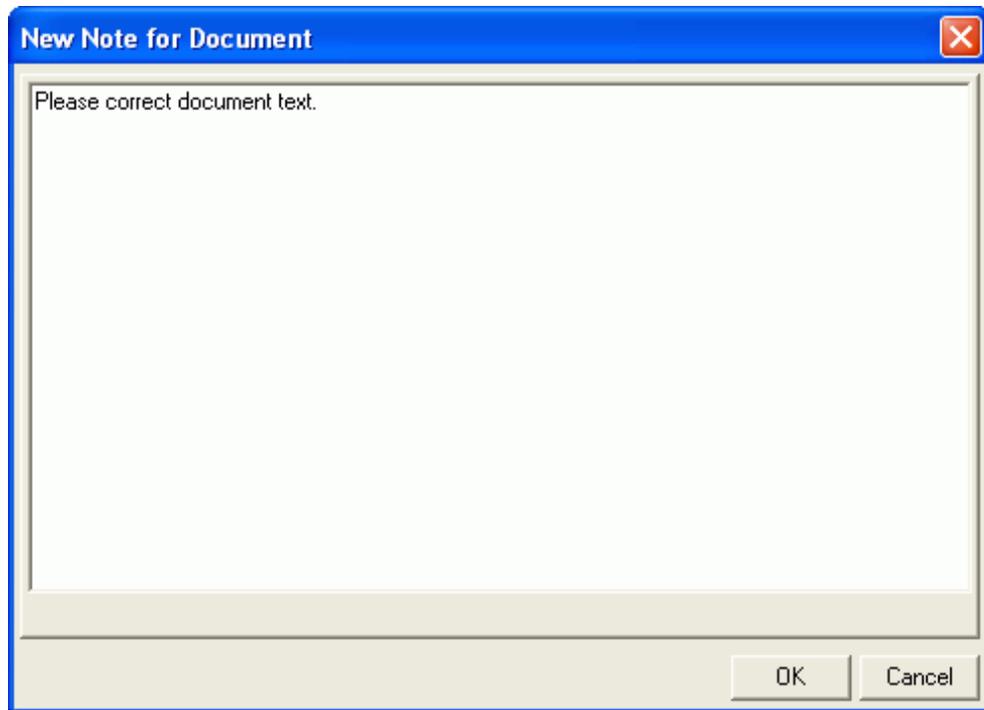
Type the necessary notes in the screen.

Click OK.

Click Close on Documents Note editor.

Note !

Document notes can be viewed by all MYCIDS users.



7.9 - Showing Summons Documents

Type your drop-down text here.

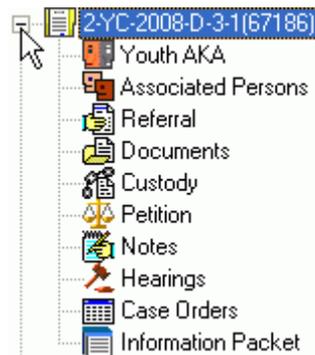
7.9 - Showing Summons Documents

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



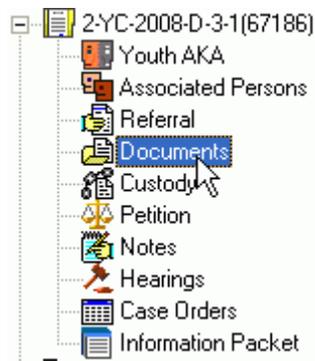
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click Documents in the Case Navigation panel.*



▶ *Step 3 - Click Show Summons Documents in Work Space panel.*



Click in the check box and the Summons documents will appear in the Documents list.

Custody

8.0 - Custody

This section will address how to manage custody records for a case. It will also address generating orders from the custody node and viewing custody history for a youth.

- ▶ [8.1 - Add a Custody Record](#)
- ▶ [8.2 - Edit a Custody Record](#)
- ▶ [8.3 - Delete a Custody Record](#)
- ▶ [8.4 - Record Custody Change to General Docket](#)
- ▶ [8.5 - Generate Custody Change Order](#)
- ▶ [8.6 - Generate Transport Order](#)
- ▶ [8.7 - View Custody History for Youth](#)

8.1 - Add a Custody Record

Type your drop-down text here.

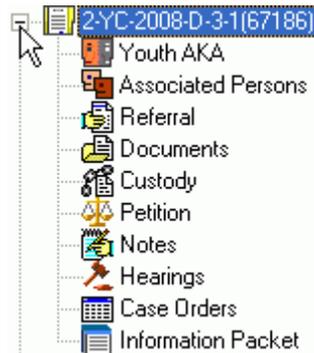
8.1 - Add a Custody Record

► *Step 1 - Expand the case.*

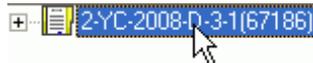
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.

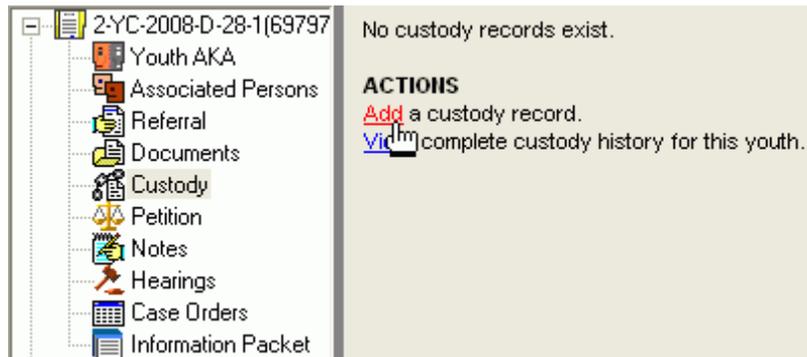


► *Step 2 - Click on Custody node.*



- ▶ *Step 3 - From the Edit Panel area click on "Add a custody record" or click on "Add a custody change record."*

If no custody records exist, click Add a custody record.



If a custody record already exists, click on Add a custody change record.

Date	Type	From	To
12/23/2008	PHYSICAL AND LEGAL	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC	ALCORN COUNTY DETENTION CENTER - COUNTY DETENTION CENTER

This custody change did not occur at a hearing.

Date	12/23/2008
Type	PHYSICAL AND LEGAL
From	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC
To	ALCORN COUNTY DETENTION CENTER - COUNTY DETENTION CENTER
Hearing	-
Reasonable Effort Made	N
Restrictions	

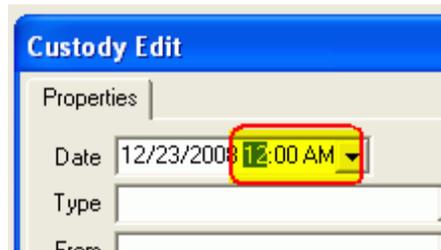
ACTIONS
PPC - Permanent Physical Custodian
[Record](#) this custody change on the General Docket.
[Add](#) a custody change record.
[Delete](#) this custody record.
[Edit](#) this custody record.

► *Step 4 - Enter Custody Information in the Custody Edit window.*

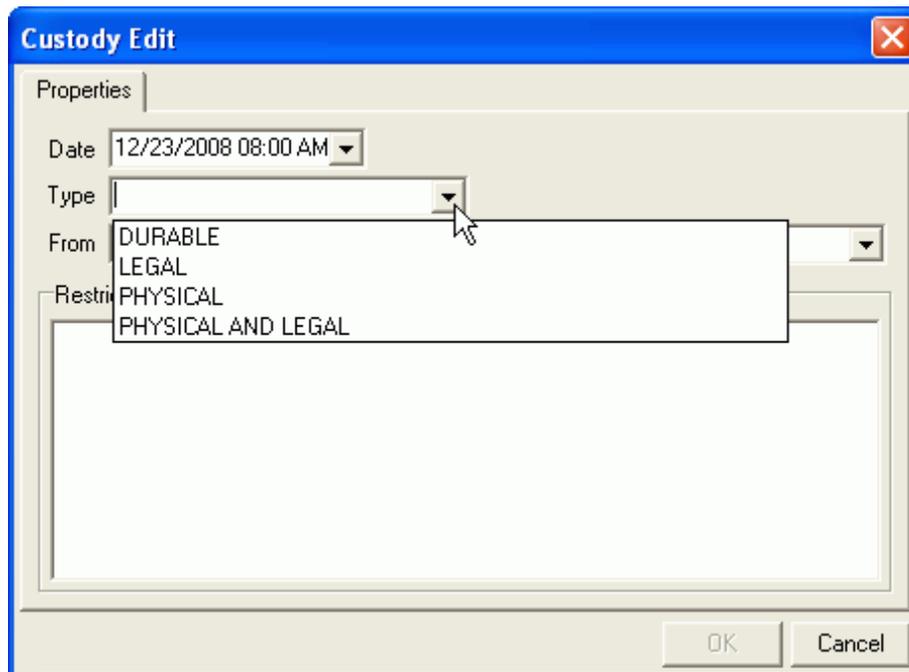
Choose the date/time from the calendar drop down menu or type in the date/time.

The screenshot shows the 'Custody Edit' window with a 'Date' field containing '12/23/2008 08:00 AM'. A calendar dropdown is open, showing the month of December 2008. The date 23 is circled in red on the calendar grid. The 'Today' indicator at the bottom of the calendar also shows '12/23/2008'. The window includes 'OK' and 'Cancel' buttons at the bottom right.

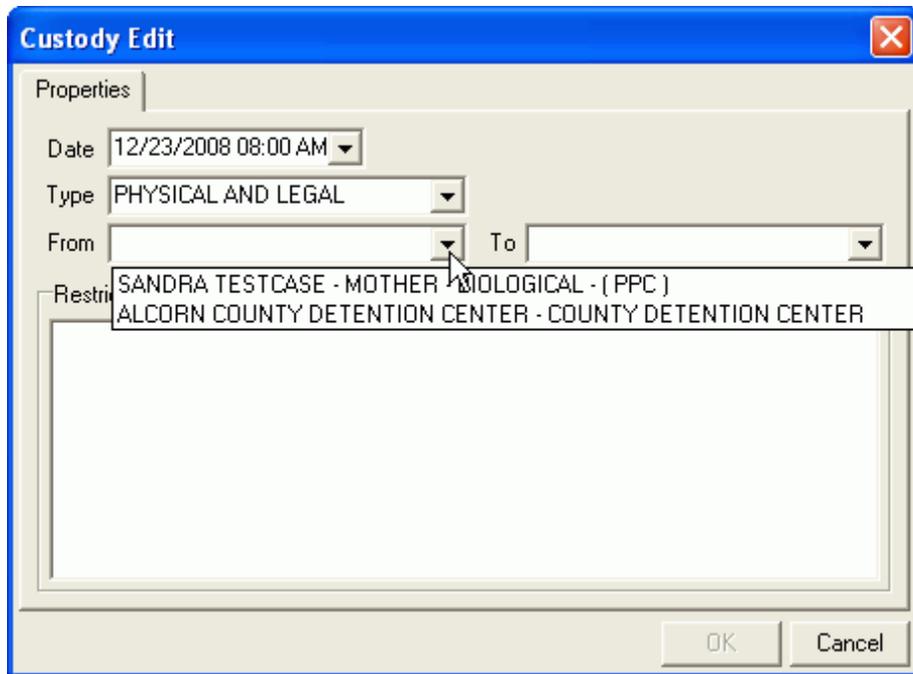
Type in the time.



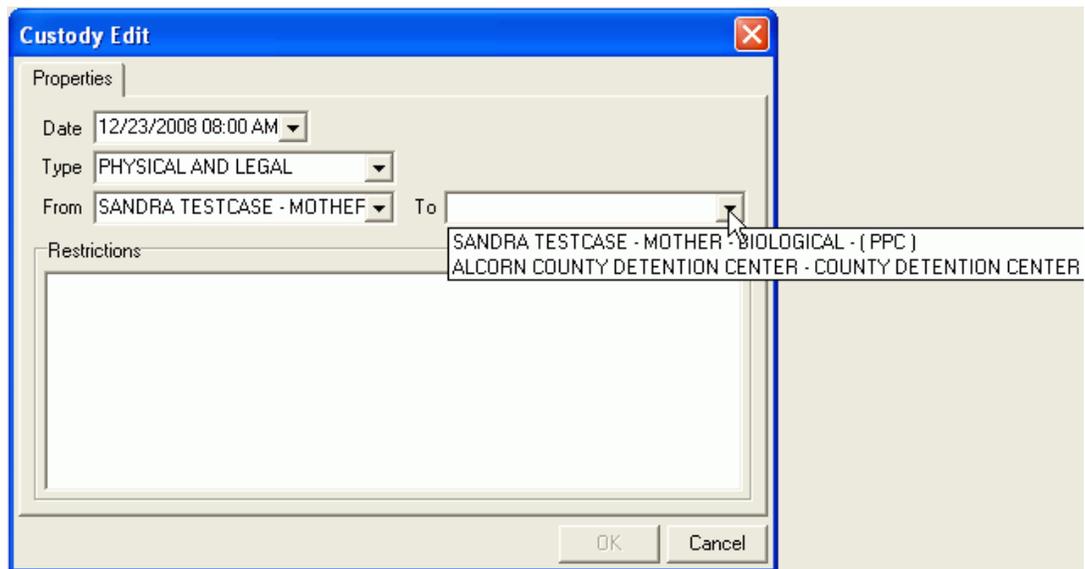
Choose type of custody change from the type drop down menu.



Choose where custody is taken from in the from drop down menu.



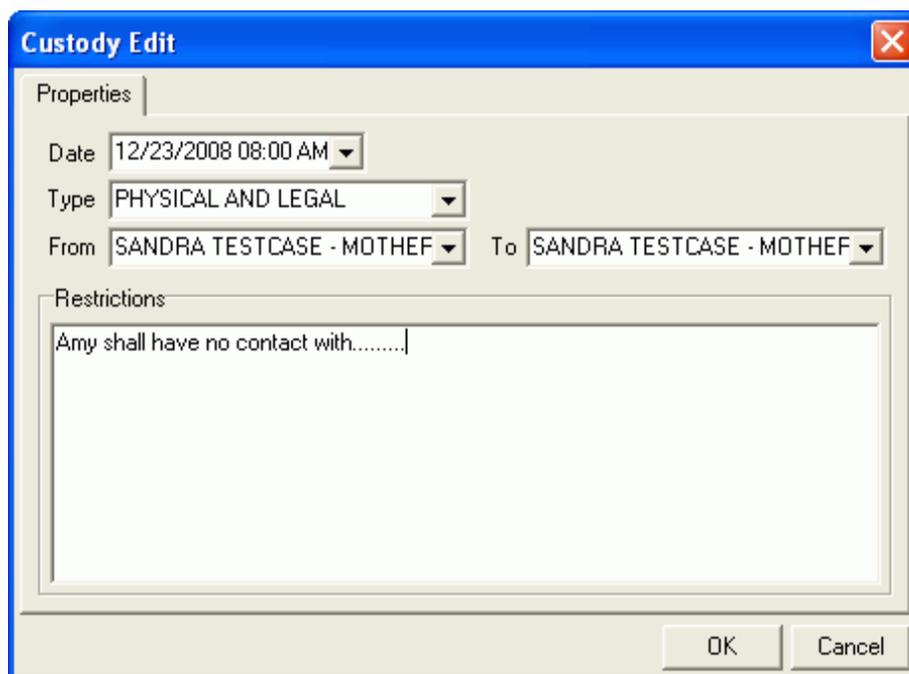
Choose where custody is to in the to drop down menu.



Note !

Individuals and entities must be added as Associated Persons ([See 5.0 - Associated Persons](#)) for the case to be available in the "To" and "From" drop down menus.

Type in any restrictions in the restrictions text box area.



The image shows a Windows-style dialog box titled "Custody Edit". It has a blue title bar with a close button (X) in the top right corner. The dialog is divided into two main sections: "Properties" and "Restrictions".

Properties Section:

- Date:** A dropdown menu showing "12/23/2008 08:00 AM".
- Type:** A dropdown menu showing "PHYSICAL AND LEGAL".
- From:** A dropdown menu showing "SANDRA TESTCASE - MOTHEF".
- To:** A dropdown menu showing "SANDRA TESTCASE - MOTHEF".

Restrictions Section:

A large text area with a thin border containing the text: "Any shall have no contact with.....".

Buttons: At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

- ▶ Step 5 - Click OK.

8.2 - Edit a Custody Record

Type your drop-down text here.

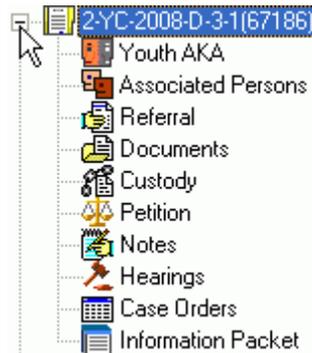
8.2 - Edit a Custody Record

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Custody node.*



- ▶ *Step 3 - Choose the custody record to edit and click "Edit this custody record" from the list of actions.*

Choose the custody record to edit and click Edit this custody record from the list of actions.

	Date	Type	From	To
▶	12/23/2008	PHYSICAL AND LEGAL	SANDRA TESTCASE - MOTHER - BIOLOGICAL	ALCORN COUNTY DETENTION CENTER

< []

This custody change did not occur at a hearing.

Date	12/23/2008
Type	PHYSICAL AND LEGAL
From	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC
To	ALCORN COUNTY DETENTION CENTER - COUNTY DETENTION CENTER
Hearing	-
Reasonable Effort Made	N
Restrictions	

ACTIONS

PPC - Permanent Physical Custodian

[Record](#) this custody change on the General Docket.

[Add](#) a custody change record.

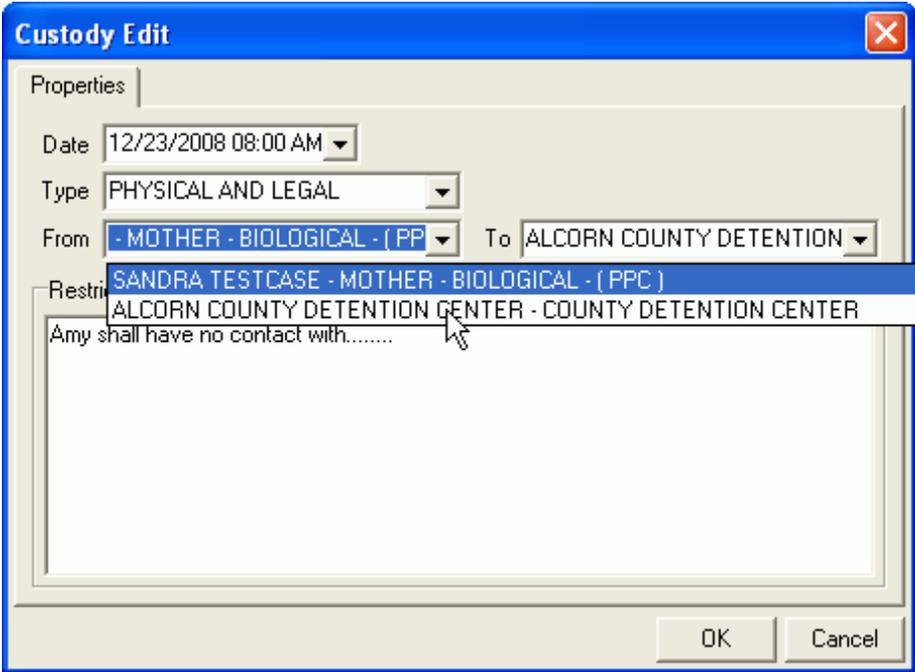
[Delete](#) this custody record.

[Edit](#) this custody record.

[Generate](#) custody change order.

[Generate](#) transport order.

- ▶ *Step 4 - Make the desired changes in the Custody Edit window.*



▶ Step 5 - Click OK.

8.3 - Delete a Custody Record

Type your drop-down text here.

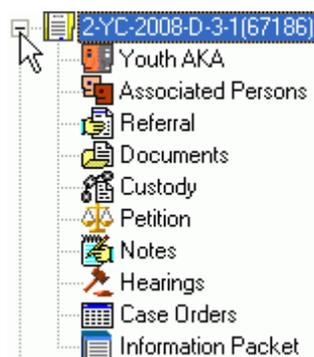
8.3 - Delete a Custody Record

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Custody node.*



- ▶ *Step 3 - Choose the custody record to delete and click "Delete this custody record" from the list of actions.*

Choose the custody record to delete and click Delete this custody record from the list of actions.

	Date	Type	From	To
▶	12/23/2008	PHYSICAL AND LEGAL	SANDRA TESTCASE - MOTHER - BIOLOGICAL	ALCORN COUNTY DETENTION CENTER

This custody change did not occur at a hearing.

Date	12/23/2008
Type	PHYSICAL AND LEGAL
From	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC
To	ALCORN COUNTY DETENTION CENTER - COUNTY DETENTION CENTER
Hearing	-
Reasonable Effort Made	N
Restrictions	

ACTIONS

PPC - Permanent Physical Custodian

[Record](#) this custody change on the General Docket.

[Add](#) a custody change record.

[Delete](#) this custody record.

[Edit](#) this custody record.

[Generate](#) custody change order.

8.4 - Record Custody Change to General Docket

Type your drop-down text here.

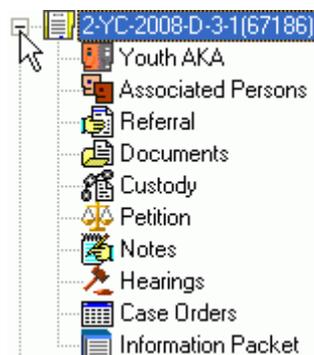
8.4 - Record Custody Change to General Docket

► *Step 1 - Expand the case.*

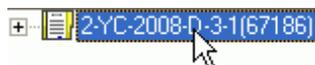
Click on the ⊕ next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Custody node.*



- ▶ *Step 3 - Choose the custody record to record and click "Record this custody change on the General Docket" from the list of actions.*

Choose the custody record to record and click "Record this custody change on the General Docket" from the list of actions.

	Date	Type	From	To
▶	12/23/2008	PHYSICAL AND LEGAL	SANDRA TESTCASE - MOTHER - BIOLOGICAL	ALCORN

< [icon]

This custody change did not occur at a hearing.

Date	12/23/2008
Type	PHYSICAL AND LEGAL
From	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC
To	ALCORN COUNTY DETENTION CENTER - COUNTY D
Hearing	-
Reasonable Effort Made	N
Restrictions	

ACTIONS
PPC - Permanent Physical Custodian
Record this custody change on the General Docket.
Add custody change record.

Once a custody change is recorded, the [icon] symbol will appear next to the custody record as shown in the image below.

	Date	Type	From	To
▶ [icon]	12/23/2008	PHYSICAL AND LEGAL	SANDRA TESTCASE - MOTHER - BIOLOGICAL	ALCORN

< [icon]

8.5 - Generate Custody Change Order

Type your drop-down text here.

8.5 - Generate Custody Change Order

► *Step 1 - Expand the case.*

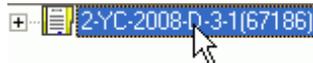
Click on the + next to the case number in the Case Navigation Panel.



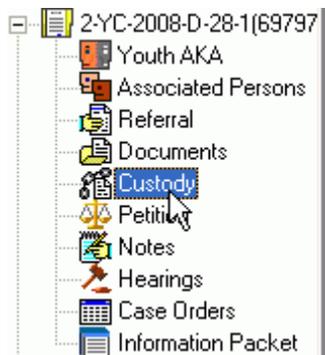
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Custody node.*



- ▶ *Step 3 - Choose the custody record to generate the Custody Change Order and click "Generate custody change order" from the list of actions.*

Choose the custody record to generate the Custody Change Order.

	Date	Type	From	To
▶	12/23/2008	PHYSICAL A	SANDRA TESTCASE - MOTHER - BIOLOGI	ALCORN COUNTY DETENTION
	12/24/2008	PHYSICAL A	ALCORN COUNTY DETENTION CENTER -	SANDRA TESTCASE - MOTHEP

Click "Generate custody change order from the list of actions.

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	Date	Type	From	To
▶	12/23/2008	PHYSICAL A	SANDRA TESTCASE - MOTHER - BIOLOGI	ALCORN COU
	12/24/2008	PHYSICAL A	ALCORN COUNTY DETENTION CENTER -	SANDRA TES

This custody change did not occur at a hearing.

Date	12/23/2008
Type	PHYSICAL AND LEGAL
From	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC
To	ALCORN COUNTY DETENTION CENTER - COUNTY DETE
Hearing	-
Reasonable Effort Made	N
Restrictions	

ACTIONS

PPC - Permanent Physical Custodian

[Add](#) a custody change record.

[Delete](#) this custody record.

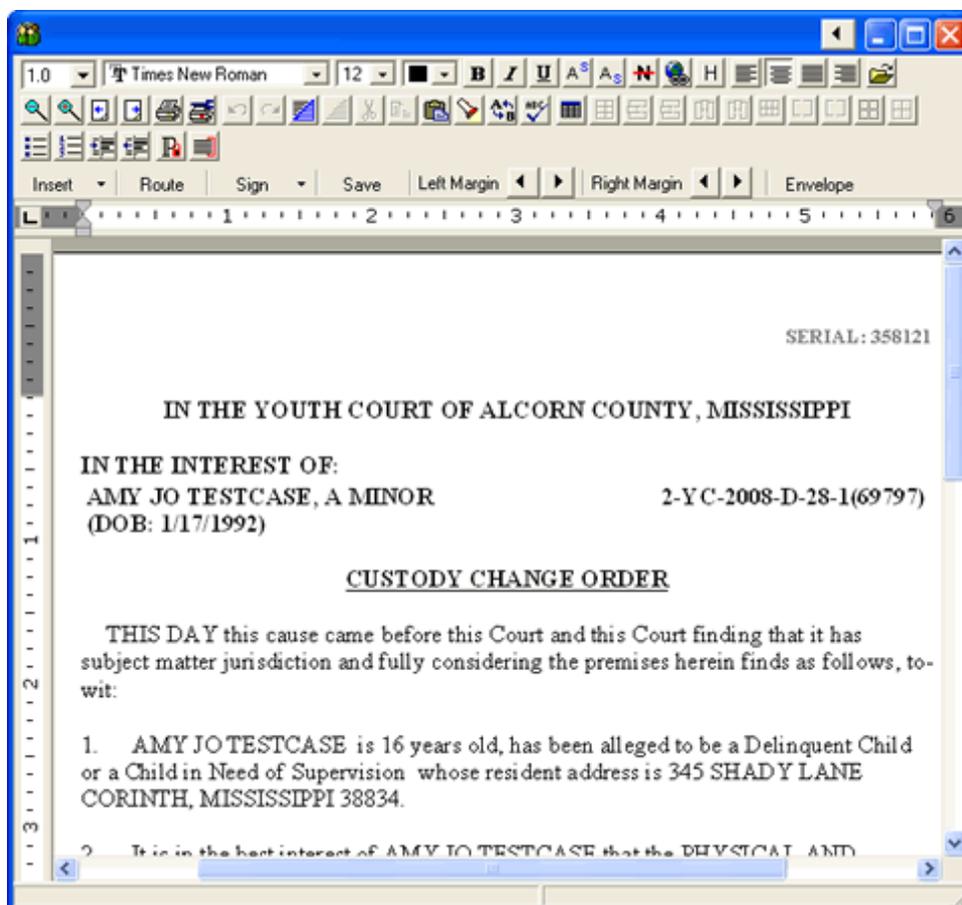
[Edit](#) this custody record.

[Generate](#) custody change order.

[Generate](#) transport order.

[View](#) complete custody history for this youth.

The custody change order will open in the MYCIDS word processor as shown in the image below.



8.6 - Generate Transport Order

Type your drop-down text here.

8.6 - Generate Transport Order

► *Step 1 - Expand the case.*

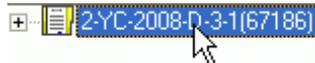
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Custody node.*



- ▶ *Step 3 - Choose the custody record to generate the Transport Order and click "Generate Transport order" from the list of actions.*

Choose the custody record to generate the Transport Order.

	Date	Type	From	To
▶	12/23/2008	PHYSICAL A	SANDRA TESTCASE - MOTHER - BIOLOGI	ALCORN COUNTY DETENTION
	12/24/2008	PHYSICAL A	ALCORN COUNTY DETENTION CENTER -	SANDRA TESTCASE - MOTHE

Click "Generate Transport order" from the list of actions.

	Date	Type	From	To
▶	12/23/2008	PHYSICAL A	SANDRA TESTCASE - MOTHER - BIOLOGI	ALCO
	12/24/2008	PHYSICAL A	ALCORN COUNTY DETENTION CENTER - SAND	



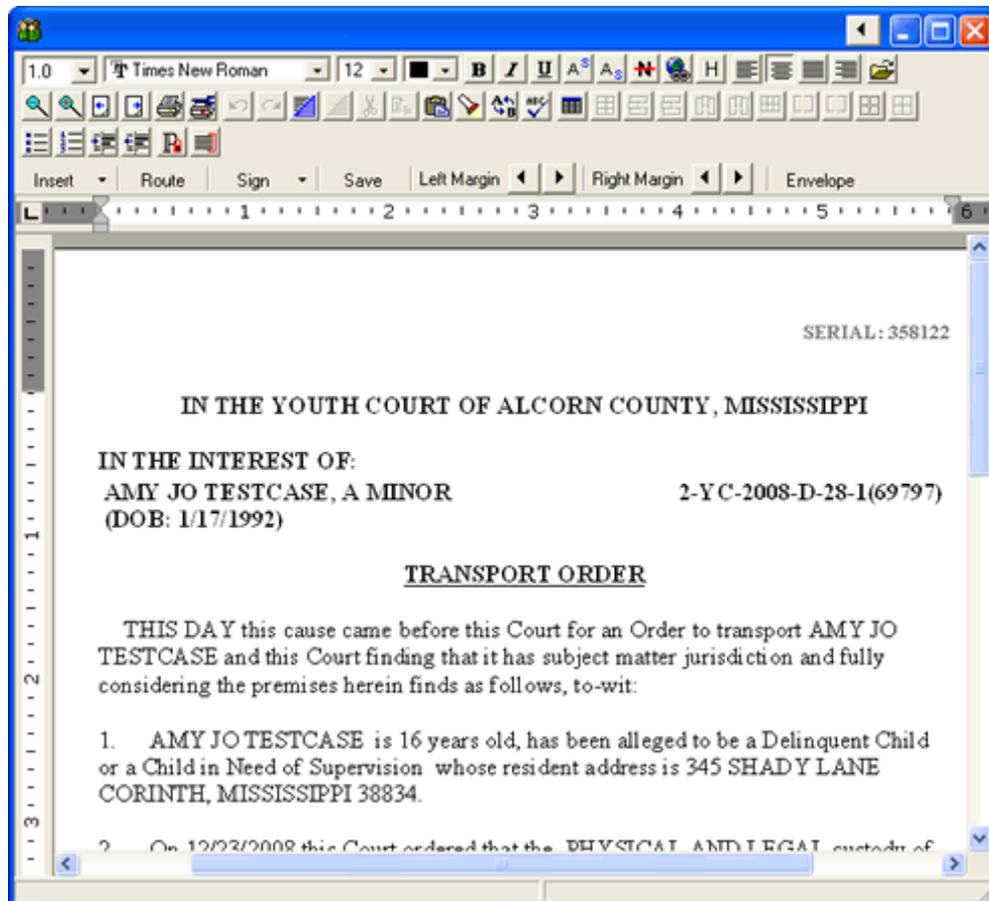
This custody change did not occur at a hearing.

Date	12/23/2008
Type	PHYSICAL AND LEGAL
From	SANDRA TESTCASE - MOTHER - BIOLOGICAL P
To	ALCORN COUNTY DETENTION CENTER - COUNT
Hearing	-
Reasonable Effort Made	N
Restrictions	

ACTIONS

- PPC** - Permanent Physical Custodian
- [Add](#) a custody change record.
- [Delete](#) this custody record.
- [Edit](#) this custody record.
- [Generate](#) custody change order.
- [Generate](#) transport order.
- [View](#) complete custody history for this youth.

The Transport order will open in the MYCIDS word processor as shown in the image below.



8.7 - View Custody History for Youth

Type your drop-down text here.

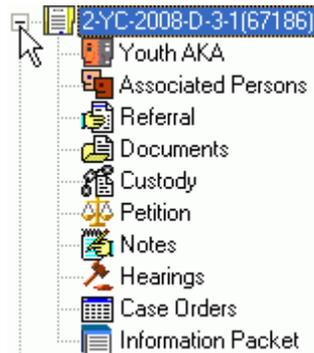
8.7 - View Custody History for Youth

► *Step 1 - Expand the case.*

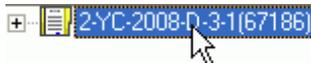
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Custody node.*



- *Step 3 - Click "View complete custody history for this youth" from the list of actions.*

Choose "View complete custody history for this youth" from the list of actions.

	Date	Type	From	To
▶	12/23/2008	PHYSICAL AND LEGAL	SANDRA TESTCASE - MOTHER - BIOLOGICAL P	ALCORN COUNTY DETENTION CENTER - SANDR
	12/24/2008	PHYSICAL AND LEGAL	ALCORN COUNTY DETENTION CENTER - SANDR	

< []

This custody change did not occur at a hearing.

Date	12/23/2008
Type	PHYSICAL AND LEGAL
From	SANDRA TESTCASE - MOTHER - BIOLOGICAL P
To	ALCORN COUNTY DETENTION CENTER - SANDR
Hearing	-
Reasonable Effort Made	N
Restrictions	

ACTIONS

PPC - Permanent Physical Custodian

[Add](#) a custody change record.

[Delete](#) this custody record.

[Edit](#) this custody record.

[Generate](#) custody change order.

[Generate](#) transport order.

[View](#) complete custody history for this youth.

The Custody History will open as shown in the image below.

The screenshot shows a software window titled "Custody History" with a blue title bar. In the top right corner of the window, there are standard window control buttons (back, minimize, maximize, close) and a "Print" button. The main content area displays the text "Custody history for: AMY JO TESTCASE". Below this, a table is presented with a light blue header row. The table has five columns: "Date", "Type", "Custody From", "Custody To", and "Hearing". The first row of data is for the date 12/24/2008 at 9:00:00 AM, with a "PHYSICAL AND LEGAL" type, custody from "ALCORN COUNTY DETENTION CENTER - COUNTY DETENTION CENTER" to "SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC", and a hearing at "DETENTION - 12/24/2008 9:00:00 AM". The second row of data is for the date 12/23/2008, with a "PHYSICAL AND LEGAL" type, custody from "SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC" to "ALCORN COUNTY DETENTION CENTER - COUNTY DETENTION CENTER", and a hearing of "N/A". At the bottom of the window, a status bar shows the text "2-YC-2008-D-5-1 - ALCORN (2)".

Date	Type	Custody From	Custody To	Hearing
12/24/2008 9:00:00 AM	PHYSICAL AND LEGAL	ALCORN COUNTY DETENTION CENTER - COUNTY DETENTION CENTER	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC	DETENTION - 12/24/2008 9:00:00 AM
12/23/2008	PHYSICAL AND LEGAL	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC	ALCORN COUNTY DETENTION CENTER - COUNTY DETENTION CENTER	N/A

Petition

9.0 - Petition

This section will address adding, editing, and deleting petition information. It also addresses filing, recording, and generating the petition document.

- ▶ [9.1 - Create a Petition](#)
- ▶ [9.2 - Edit the Petition](#)
- ▶ [9.3 - Add documents to the Petition](#)
- ▶ [9.4 - Scan documents to the Petition](#)
- ▶ [9.5 - File and record Petition to the General Docket](#)
- ▶ [9.6 - Delete Petition](#)
- ▶ [9.7 - Generate Petition](#)
- ▶ [9.8 - Amend a Petition](#)

9.1 - Create a Petition

Type your drop-down text here.

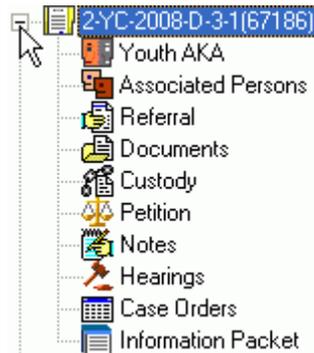
9.1 - Create a Petition

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



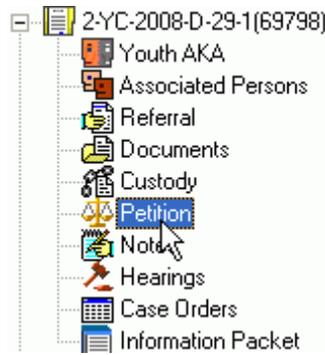
The expanded case will look like the image below.



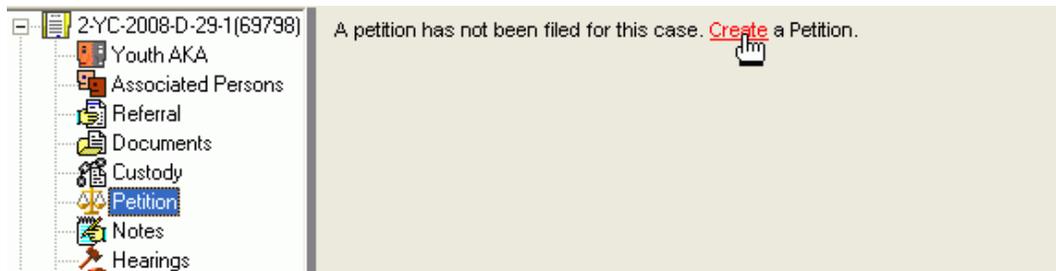
The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Petition node.*

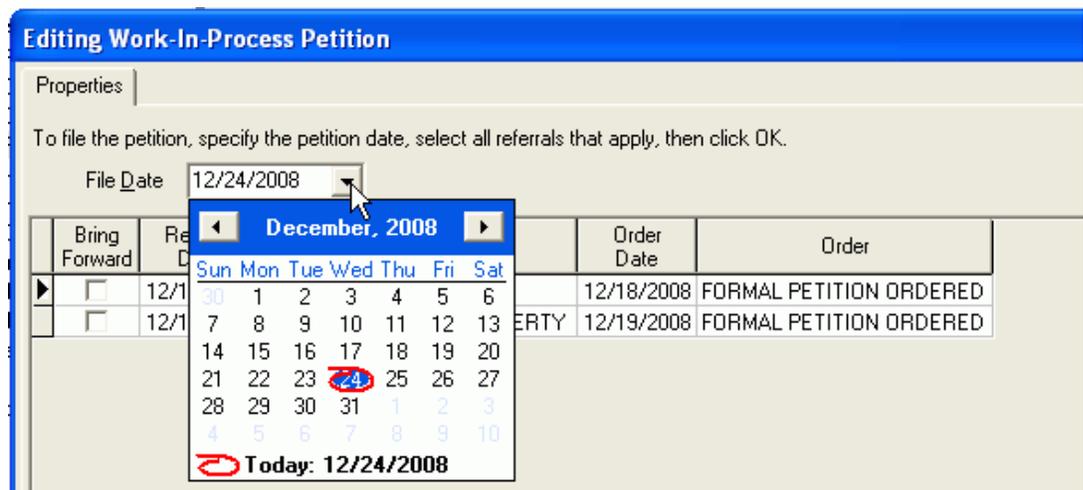


- ▶ *Step 3 - Click on "Create a Petition" from the Edit Panel area.*



- ▶ *Step 4 - Enter Petition Information.*

Choose the petition file date from the calendar drop down menu.



Choose which referrals to bring forward by clicking the check box(s) for the referral(s) to bring forward.

Editing Work-In-Process Petition

Properties

To file the petition, specify the petition date, select all referrals that apply, then click OK.

File Date: 12/24/2008

	Bring Forward	Referral Date	Referral	Order Date	Order
>	<input checked="" type="checkbox"/>	12/17/2008	ASSAULT: AGGRAVATED	12/18/2008	FORMAL PETITION ORDERED
	<input type="checkbox"/>	12/19/2008	ARSON: PERSONAL PROPERTY	12/19/2008	FORMAL PETITION ORDERED

- ▶ Step 5 - Click OK.

9.2 - Edit the Petition

Type your drop-down text here.

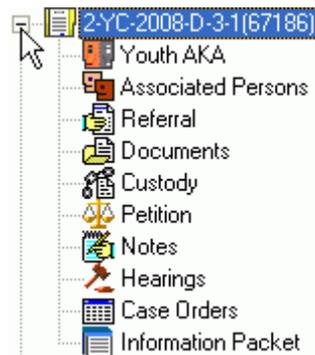
9.2 - Edit the Petition

► *Step 1 - Expand the case.*

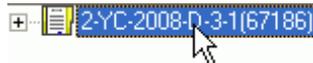
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Petition node.*



- ▶ *Step 3 - Click on "Edit the Petition" from the list of actions.*

NOTE: This petition is considered work-in-process since it has not been filed. [File](#) this petition and record an entry.

	Action	Referral	Intake Recommendation
✓	Brought Forward	12/17/2008 - ASSAULT: AGGRAVATED	12/18/2008 - BRING FORWARD
✓	Brought Forward	12/19/2008 - ARSON: PERSONAL PROPERTY	12/19/2008 - BRING FORWARD

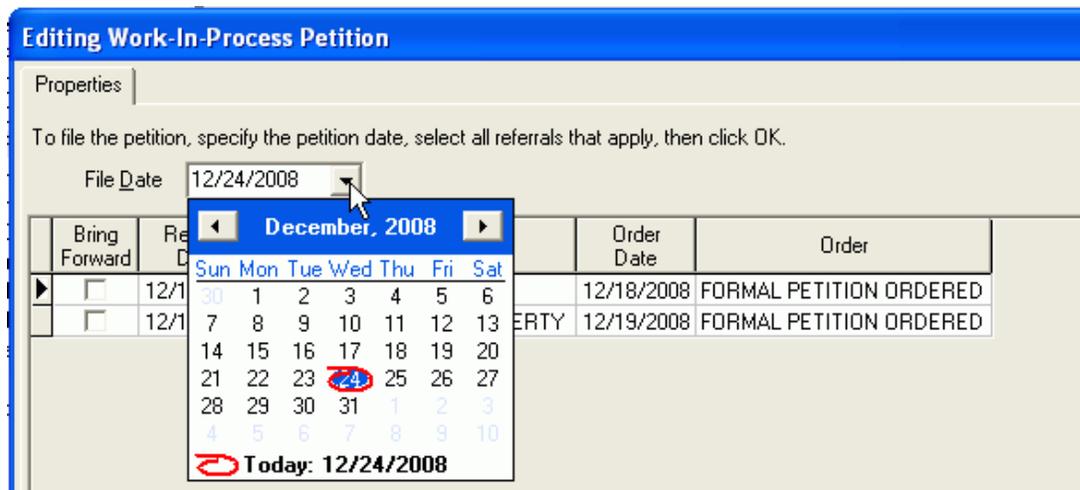
[Edit](#) the petition to add the new referrals.

ACTIONS

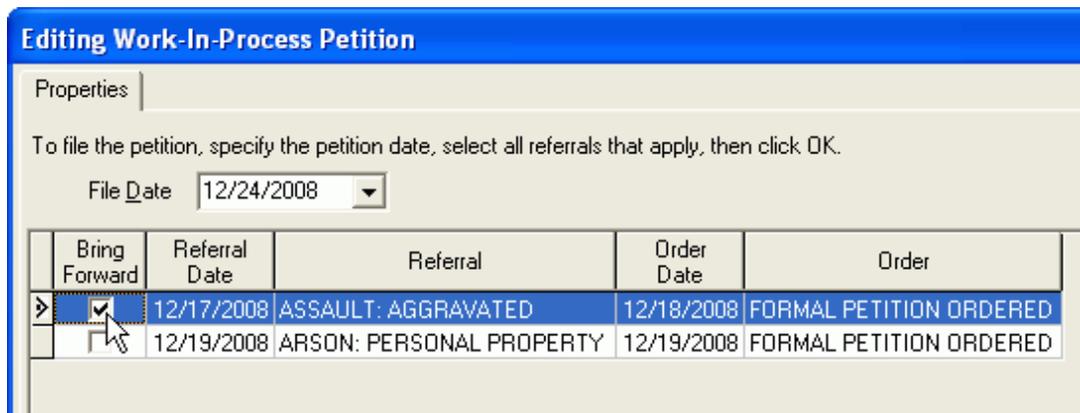
- [Edit](#) the petition.
- [Add documents](#) to the petition.
- [Scan documents](#) to the petition.
- [File](#) this petition and record an entry on the General Docket.
- [Delete](#) the petition.
- [Generate](#) the petition.

- ▶ *Step 4 - Enter Petition Information.*

Choose the petition file date from the calendar drop down menu.



Choose which referrals to bring forward by clicking the check box(s) for the referral(s) to bring forward.



► Step 5 - Click OK.

9.3 - Add documents to Petition

Type your drop-down text here.

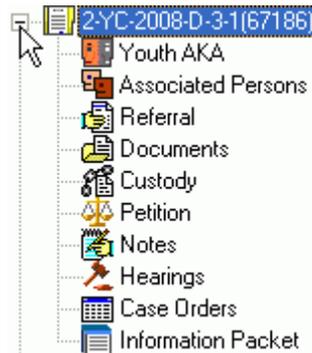
9.3 - Add documents to Petition

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Petition node.*



- ▶ *Step 3 - Click on "Add documents to the Petition" from the list of actions.*

NOTE: This petition is considered work-in-process since it has not been filed. [File](#) this petition and record an entry.

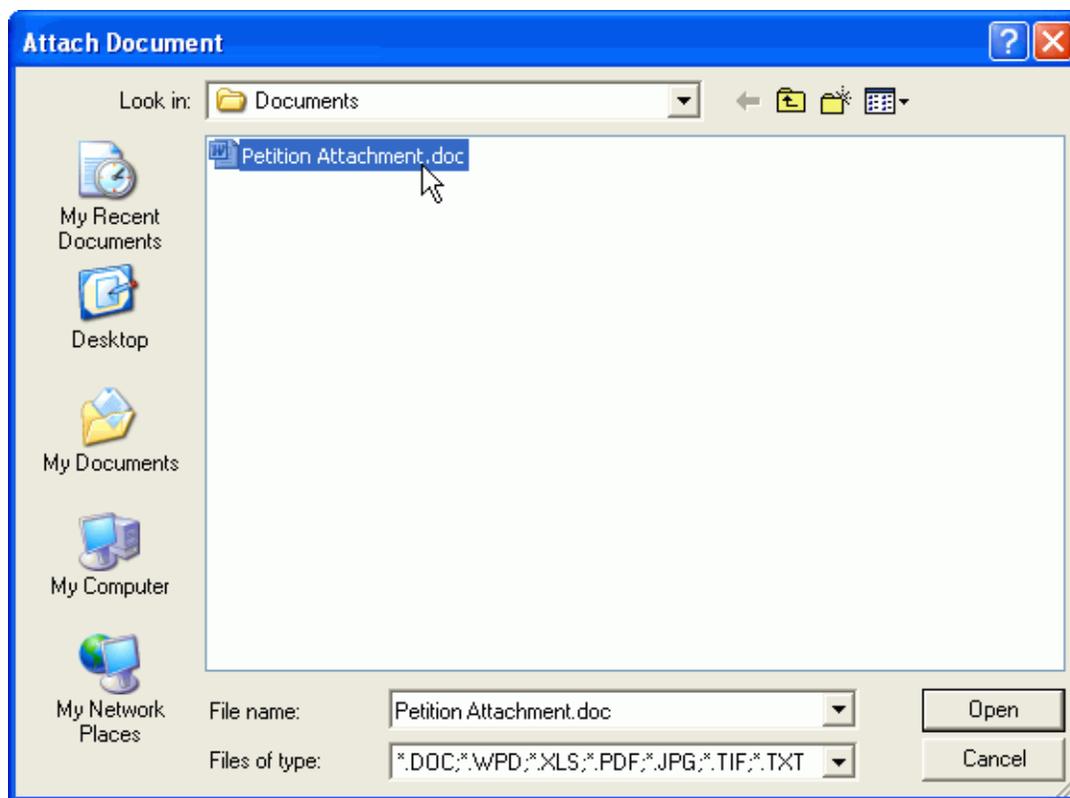
	Action	Referral	Intake Recommendation
✓	Brought Forward	12/17/2008 - ASSAULT: AGGRAVATED	12/18/2008 - BRING FORWARD
✓	Brought Forward	12/19/2008 - ARSON: PERSONAL PROPERTY	12/19/2008 - BRING FORWARD

[Edit](#) the petition to add the new referrals.

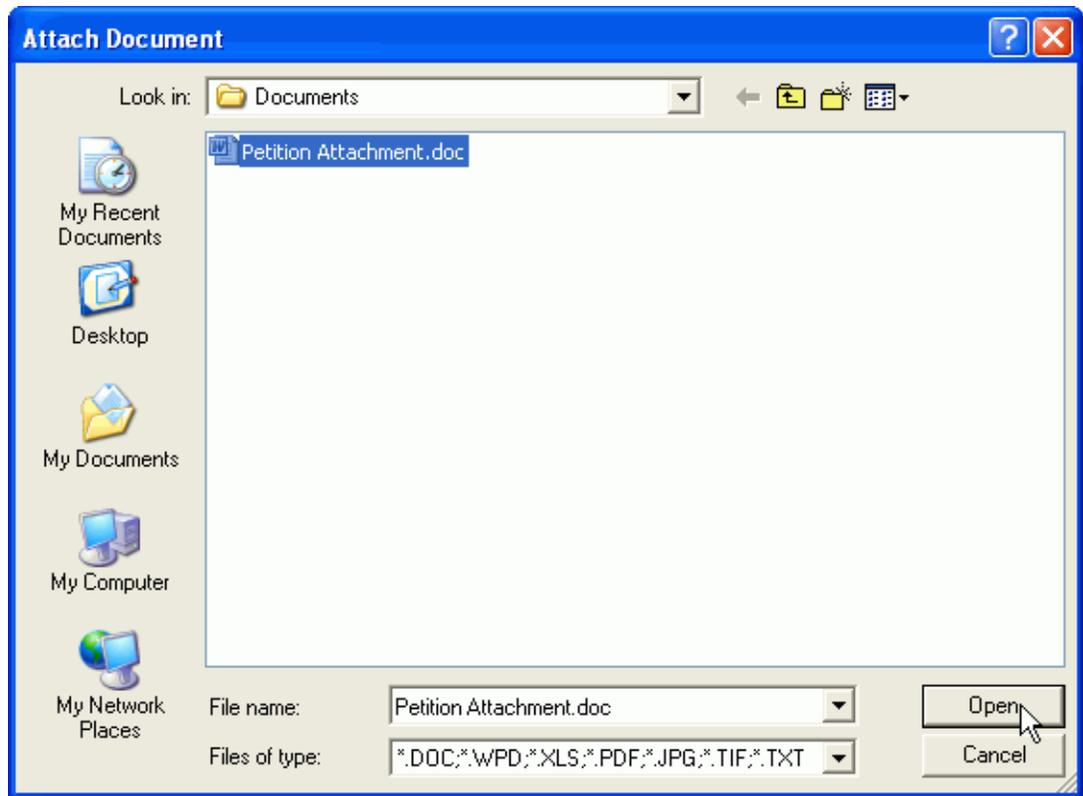
ACTIONS

- [Edit](#) the petition.
- [Add documents](#) to the petition.
- [Scan documents](#) to the petition.
- [File](#) this petition and record an entry on the General Docket.
- [Delete](#) the petition.
- [Generate](#) the petition.

- ▶ *Step 4 - Browse to the desired document to attach.*

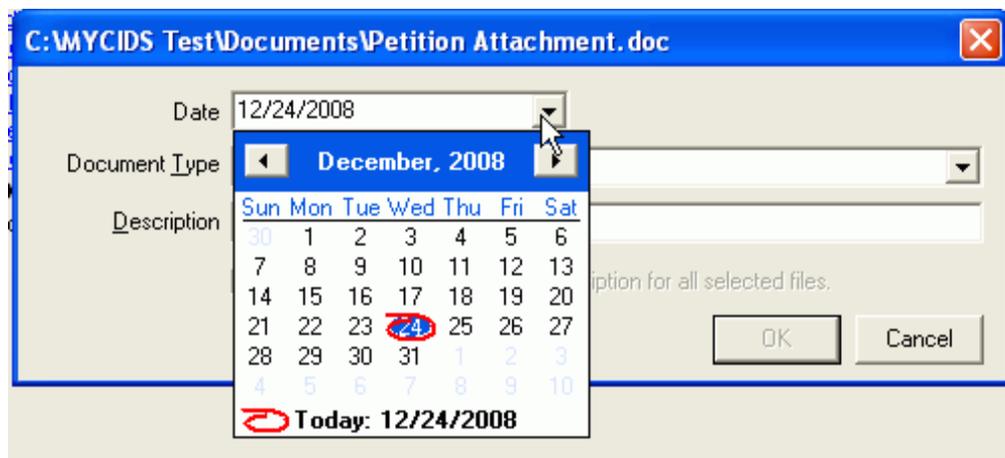


► *Step 5 - Click Open.*

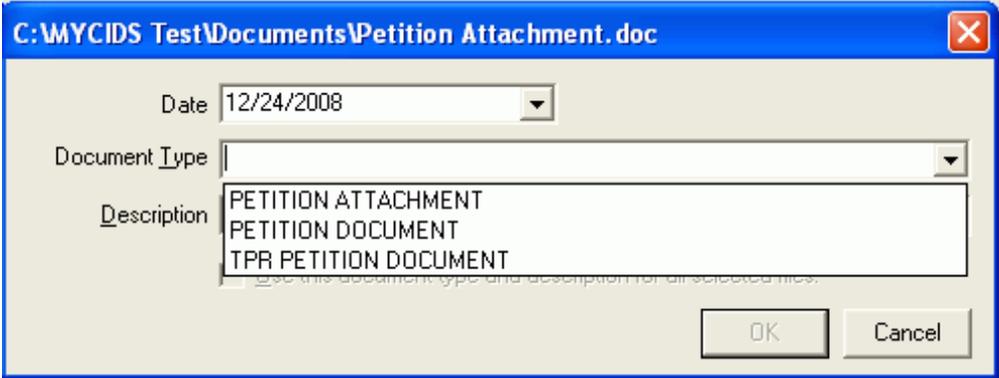


► *Step 6 - Enter document information.*

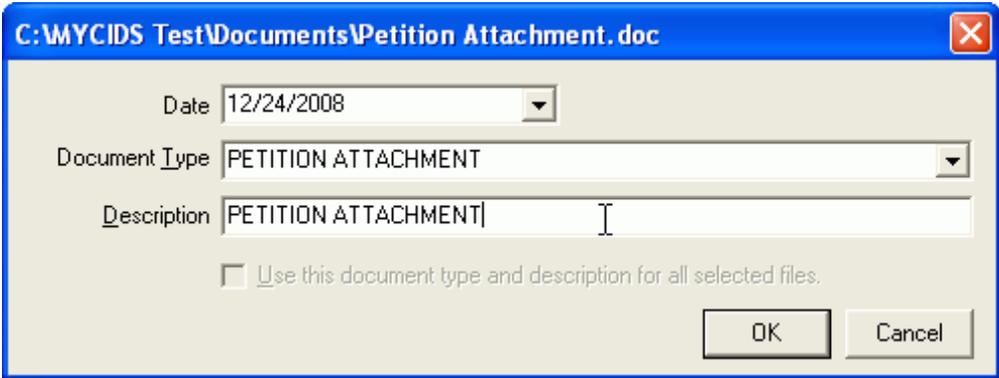
Choose date from the calendar drop down menu.



Choose Document Type from the drop down menu.



Add/Edit document description



▶ Step 7 - Click OK.

9.4 - Scan documents to the Petition

Type your drop-down text here.

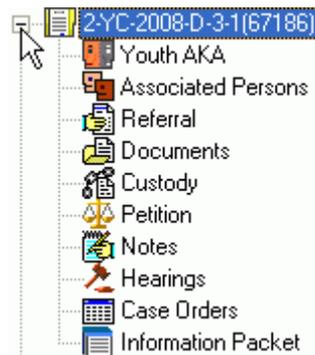
9.4 - Scan documents to the Petition

► *Step 1 - Expand the case.*

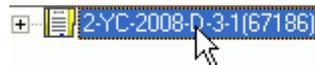
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Petition node.*



- ▶ *Step 3 - Click on "Scan documents to the Petition" from the list of actions.*

NOTE: This petition is considered work-in-process since it has not been filed. [File](#) this pe

	Action	Referral	Intake
✓	Brought Forward	12/17/2008 - ASSAULT: AGGRAVATED	12/18/2008
✓	Brought Forward	12/19/2008 - ARSON: PERSONAL PROPERTY	12/19/2008

[Edit](#) the petition to add the new referrals.

ACTIONS

[Edit](#) the petition.
[Add documents](#) to the petition.
[Scan documents](#) to the petition.
[File](#) this pe on and record an entry on the General Docket.
[Delete](#) the petition.
[Generate](#) the petition.

- ▶ *Step 4 - Scan document.*

See Steps 4 through 7 of section 7.2 - Scanning Documents - [CLICK HERE](#).

9.5 - File and record petition on the General Docket

Type your drop-down text here.

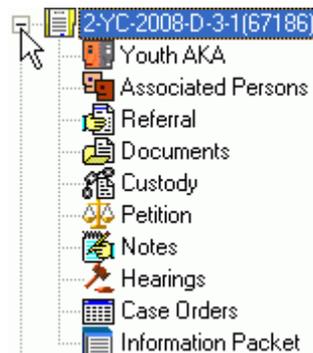
9.5 - File and record petition on the General Docket

► *Step 1 - Expand the case.*

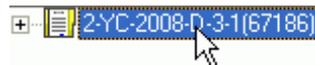
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Petition node.*



► *Step 3 - Click on "File this petition and record an entry on the General Docket"*

From the list of actions

NOTE: This petition is considered work-in-process since it has not been filed. [File](#) this petition and

	Action	Referral	Intake Recommendation
✓	Brought Forward	12/17/2008 - ASSAULT: AGGRAVATED	12/18/2008 - BRING
✓	Brought Forward	12/19/2008 - ARSON: PERSONAL PROPERTY	12/19/2008 - BRING

[Edit](#) the petition to add the new referrals.

ACTIONS
[Edit](#) the petition.
[Add documents](#) to the petition.
[Scan documents](#) to the petition.
File this petition and record an entry on the General Docket.
[Delete](#) the petition.
[Generate](#) the petition.

or, from the top of the petition screen.

NOTE: This petition is considered work-in-process since it has not been filed. [File](#) this petition and record an entry on the General Docket.

	Action	Referral	Intake Recommendation	Intake Order
✓	Brought Forward	12/17/2008 - ASSAULT: AGGRAVATED	12/18/2008 - BRING FORWARD	12/18/2008 - FORMAL PE ORDERED
✓	Brought Forward	12/19/2008 - ARSON: PERSONAL PROPERTY	12/19/2008 - BRING FORWARD	12/19/2008 - FORMAL PE ORDERED

[Edit](#) the petition to add the new referrals.

ACTIONS

9.6 - Delete Petition

Type your drop-down text here.

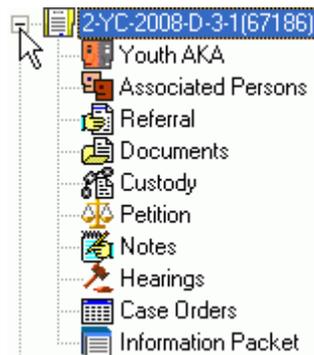
9.6 - Delete Petition

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Petition node.*



► *Step 3 - Click on "Delete the Petition" from the list of actions.*

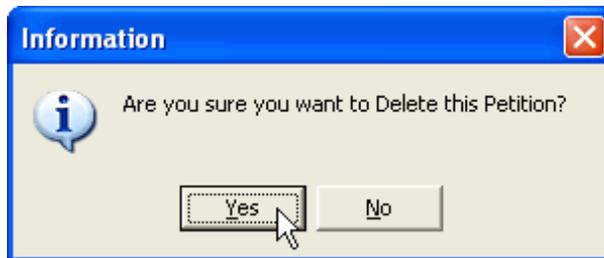
NOTE: This petition is considered work-in-process since it has not been filed. [File this p](#)

	Action	Referral	Intak
✓	Brought Forward	12/17/2008 - ASSAULT: AGGRAVATED	12/18/200
✓	Brought Forward	12/19/2008 - ARSON: PERSONAL PROPERTY	12/19/200

[Edit](#) the petition to add the new referrals.

ACTIONS
[Edit](#) the petition.
[Add documents](#) to the petition.
[Scan documents](#) to the petition.
[File](#) this petition and record an entry on the General Docket.
[Delete](#) the petition.
[Gen](#) [ite](#) the petition.

► *Step 4 - Click "Yes" on the window confirming the deletion.*



9.7 - Generate Petition

Type your drop-down text here.

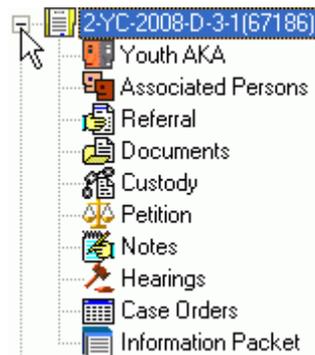
9.7 - Generate Petition

► *Step 1 - Expand the case.*

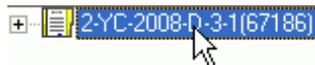
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Petition node.*



► *Step 3 - Click on "Generate Petition" from the list of actions*

Choose "Generate the Petition" from the list of actions.

NOTE: This petition is considered work-in-process since it has not been filed. [File this](#)

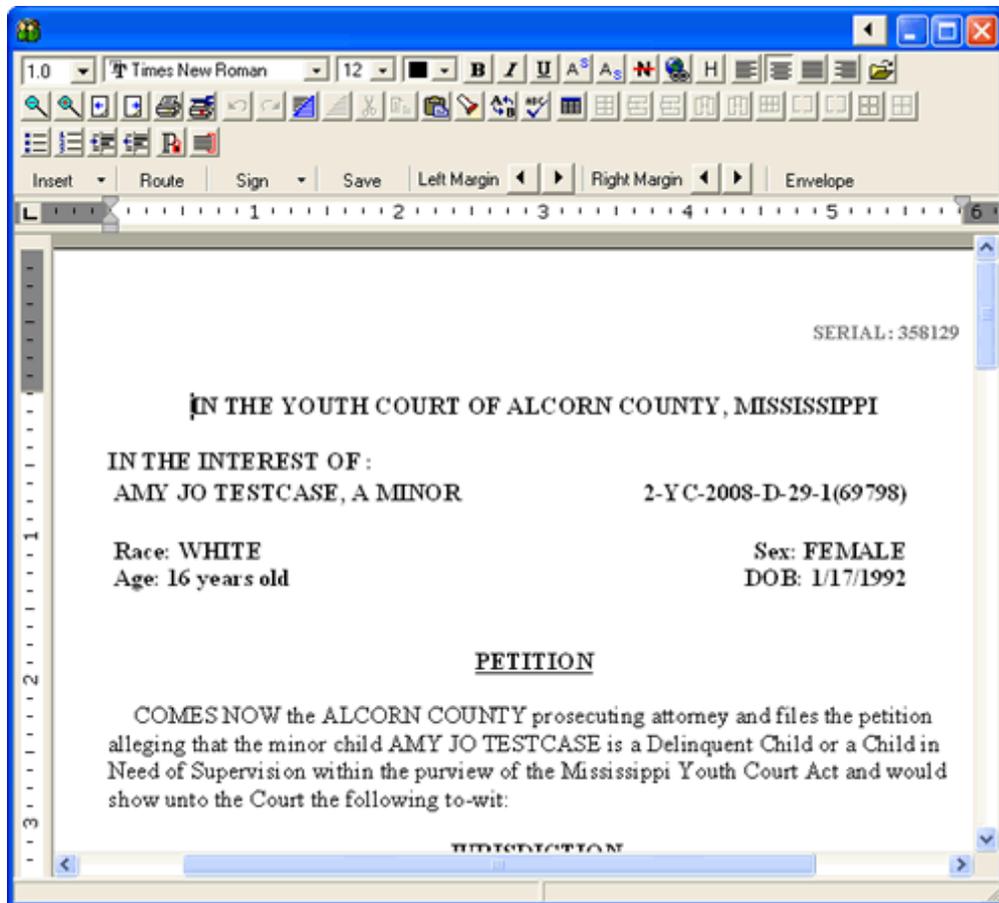
	Action	Referral	Intal
✓	Brought Forward	12/17/2008 - ASSAULT: AGGRAVATED	12/18/2008
✓	Brought Forward	12/19/2008 - ARSON: PERSONAL PROPERTY	12/19/2008

[Edit](#) the petition to add the new referrals.

ACTIONS
[Edit](#) the petition.
[Add documents](#) to the petition.
[Scan documents](#) to the petition.
[File](#) this petition and record an entry on the General Docket.
[Delete](#) the petition.
[Generate](#) the petition.

Documents

The petition will open in the MYCIDS word processor as shown in the image below.



9.8 - Amend a Petition

There are two ways to amend the petition.

▶ *Amend the Existing Referrals*

Note !

This process should be used to amend the petition before the Adjudication Hearing has taken place.

▶ *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



▶ *Step 2 - Click on Petition node.*



- ▶ *Step 3 - Click on "Amend Referral on the Filed Petition" from the list of actions.*

PETITION FILED ON: 08/10/2010

	Action	Referral	Intake Recommendation
✓	Brought Forward	08/10/2010 - BURGLARY: BUSINESS, COMMERCIAL PROPERTY	08/10/2010 - BRING FORWARD
✓	Brought Forward	08/10/2010 - BURGLARY: DWELLING	08/11/2010 - BRING FORWARD

[Edit](#) the petition to add the new referrals.

ACTIONS
[Edit](#) the petition.
[Amend](#) Referrals on the Filed Petition.
[Add](#) documents to the petition.
[Scan documents](#) to the petition.
[Generate](#) the petition.

- ▶ *Step 4 - Select a New Referral from the drop down list.*

Old Referral: ARSON: INSURED PROPERTY (DELINQUENT CHILD OR A CHILD IN NEED OF SUPERVISION) : 97-17-11

New Referral: ARSON: OTHER BUILDINGS OR STRUCTURES (DELINQUENT CHILD OR A CHILD IN NEED OF SUPERVISION) : 97-17-5

Document Text:

- ANIMALS: LIVESTOCK, CAUSING MALICIOUS INJURY (Delinquent Child or a Child in Need of Supervision) : 97-41-15
- ARREST: RESISTING OR OBSTRUCTING (Delinquent Child or a Child in Need of Supervision) : 97-9-73
- ARSON: ATTEMPT, AID OR INDUCE TO BURN (Delinquent Child or a Child in Need of Supervision) : 97-17-9
- ARSON: DWELLING OR OUT BUILDING (Delinquent Child or a Child in Need of Supervision) : 97-17-1
- ARSON: INSURED PROPERTY (Delinquent Child or a Child in Need of Supervision) : 97-17-11
- ARSON: OTHER BUILDINGS OR STRUCTURES (Delinquent Child or a Child in Need of Supervision) : 97-17-5
- ARSON: PERSONAL PROPERTY (Delinquent Child or a Child in Need of Supervision) : 97-17-7
- ARSON: SCHOOL BUILDING (Delinquent Child or a Child in Need of Supervision) : 97-17-3

- ▶ *Step 5 - Enter any documented text associated with the referral.*

▶ **Step 6 - Click OK.**

▶ *Amend the Referrals of a Filed Petition*

Note
!

- *This process should be used to amend the petition at the Adjudication Hearing.*
- *The petition can only be amended if no court actions have been entered at the Adjudication Hearing..*

▶ *Step 1 - Expand the Case.*

Click on the next to the case number in the Case Navigation Panel.



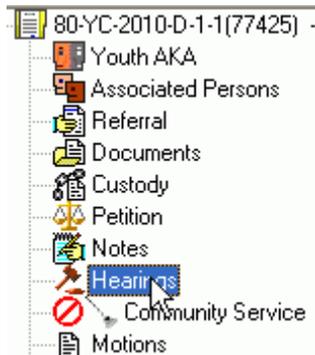
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



- ▶ *Step 2 - Click on the Hearings node.*



- ▶ *Step 3 - Select an Adjudication hearing.*

Date	Description	Presiding
07/16/2010	ADJUDICATION	TESTER A JUDGE

Note !
 A petition may only be amended if no court action has been entered at the Adjudication Hearing..

- ▶ *Step 4 - From the action links, click on Edit this hearing.*

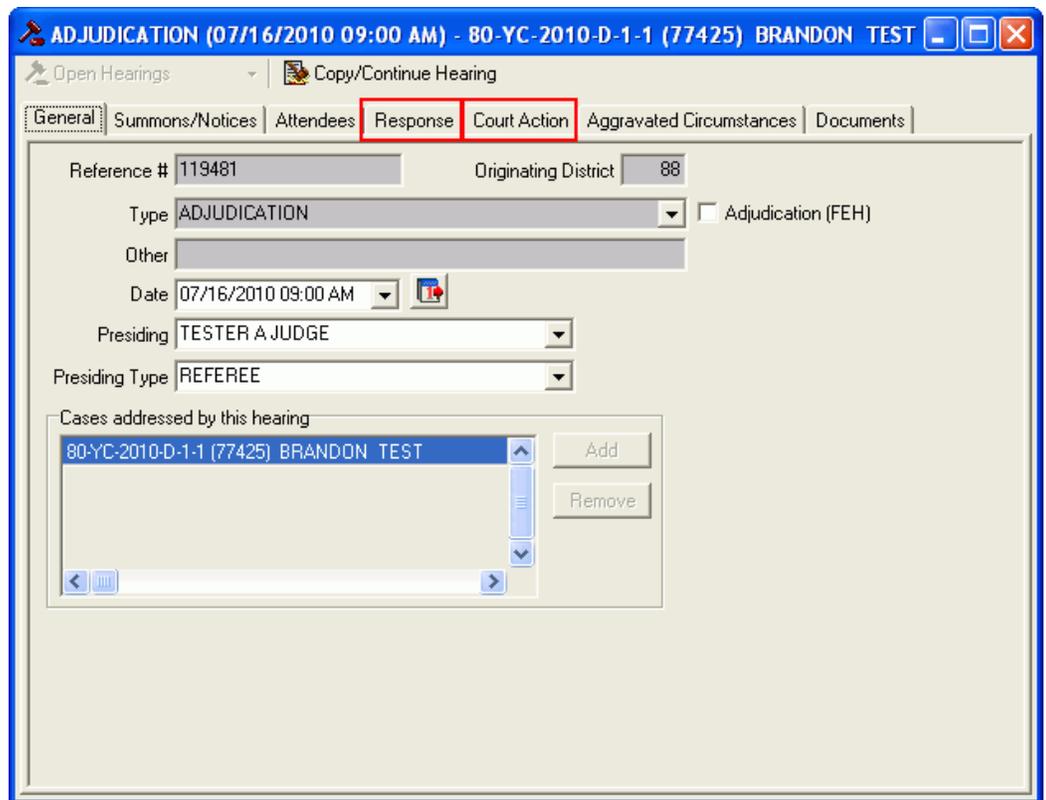
Date	Description	Presiding
07/09/2010	ADJUDICATION	TESTER A JUDGE

Show Hearing Details

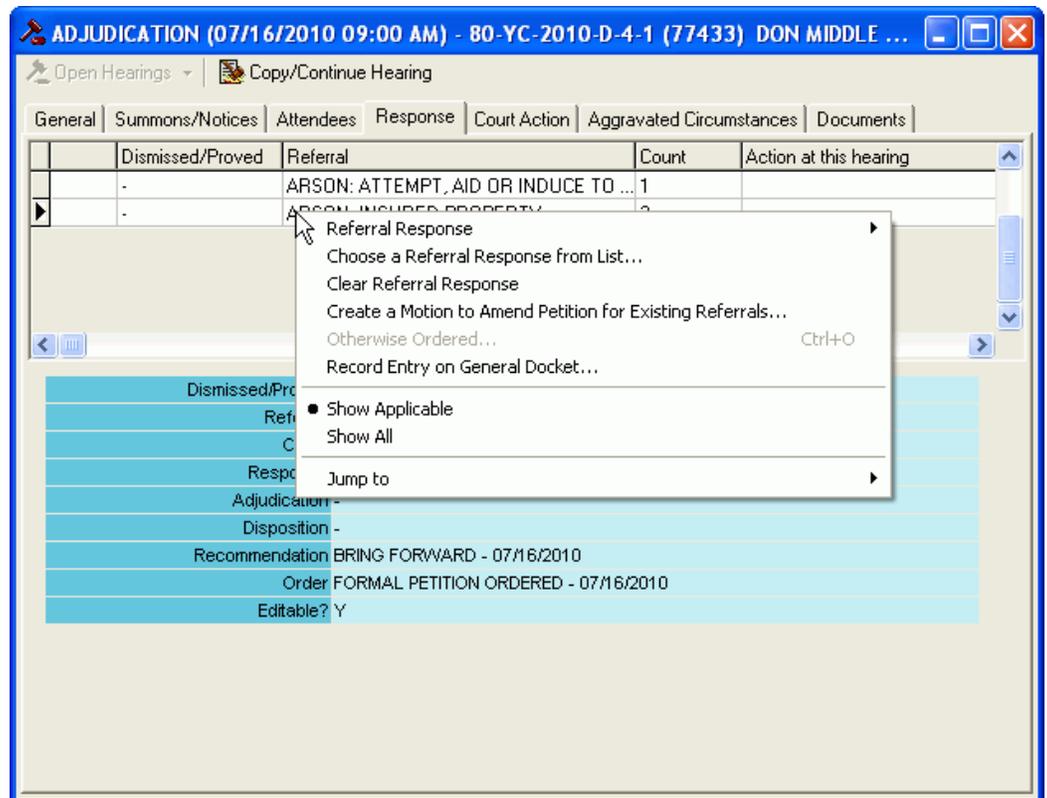
ACTIONS
[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Record](#) this hearing and all associated items to the General Docket.

 You can also double-click on the hearing to open the hearing editor.

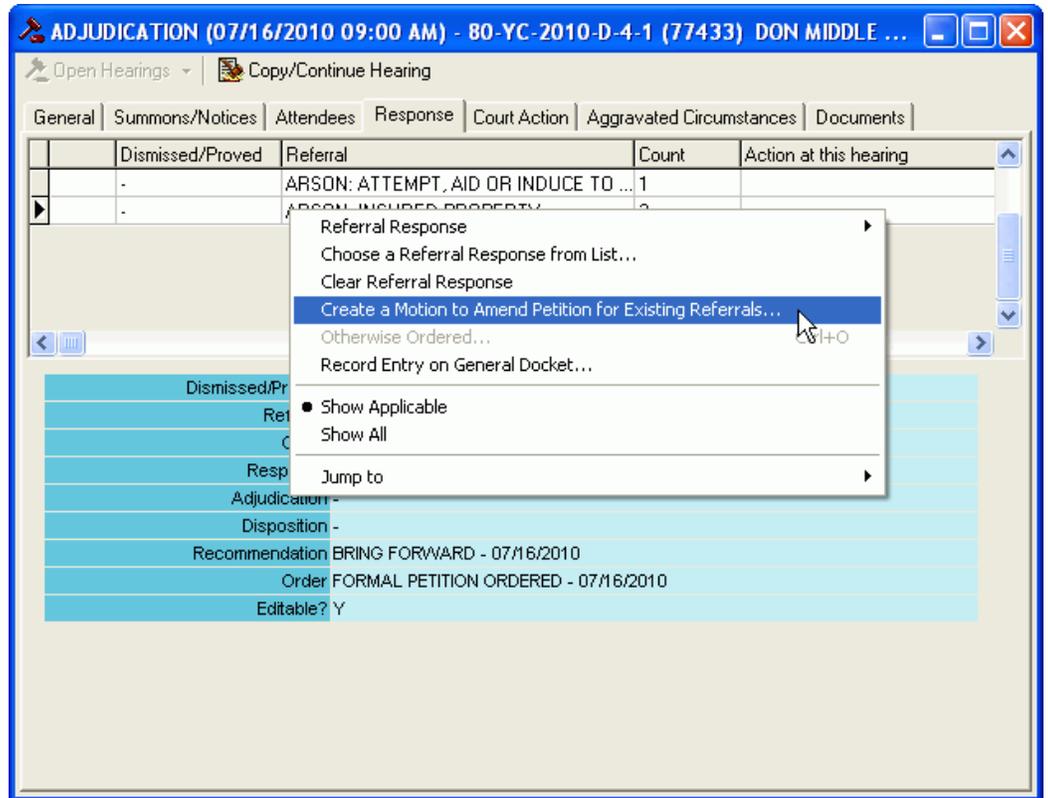
► *Step 5 - Click on either the Response tab or the Court Action tab.*



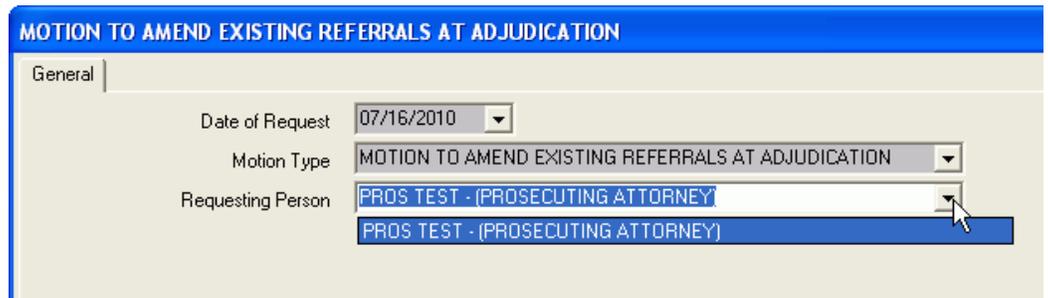
► *Step 6 - Right-click on one of the listed referrals.*



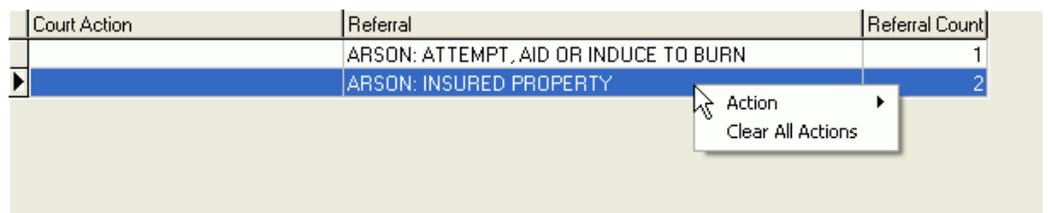
- ▶ *Step 7 - From the menu that appears, click on "Create a Motion to Amend the Petition for Existing Referrals".*



► *Step 8 - Select the Requesting Person from the drop down list.*



► *Step 9 - Right-click on the referral to be amended.*



- ▶ *Step 10 - From the menu that appears, select Action and then GRANTED.*

Court Action	Referral	Referral Count
	ARSON: ATTEMPT, AID OR INDUCE TO BURN	1
	ARSON: INSURED PROPERTY	2

Action ▶ None

Clear All Actions

GRANTED



- To undo a single referral amendment, select the None action.
- To undo all referral amendments, select "Clear All Actions".

- ▶ *Step 11 - Select a New Referral from the drop down list.*

Old Referral: ARSON: INSURED PROPERTY (DELINQUENT CHILD OR A CHILD IN NEED OF SUPERVISION) : 97-17-11

New Referral: ARSON: OTHER BUILDINGS OR STRUCTURES (DELINQUENT CHILD OR A CHILD IN NEED OF SUPERVISION) : 97-17-5

Document Text:

ANIMALS: LIVESTOCK, CAUSING MALICIOUS INJURY (Delinquent Child or a Child in Need of Supervision) : 97-41-15
 ARREST: RESISTING OR OBSTRUCTING (Delinquent Child or a Child in Need of Supervision) : 97-9-73
 ARSON: ATTEMPT, AID OR INDUCE TO BURN (Delinquent Child or a Child in Need of Supervision) : 97-17-9
 ARSON: DWELLING OR OUT BUILDING (Delinquent Child or a Child in Need of Supervision) : 97-17-1
 ARSON: INSURED PROPERTY (Delinquent Child or a Child in Need of Supervision) : 97-17-11
ARSON: OTHER BUILDINGS OR STRUCTURES (Delinquent Child or a Child in Need of Supervision) : 97-17-5
 ARSON: PERSONAL PROPERTY (Delinquent Child or a Child in Need of Supervision) : 97-17-7
 ARSON: SCHOOL BUILDING (Delinquent Child or a Child in Need of Supervision) : 97-17-3

- ▶ *Step 12 - Enter any documented text associated with the referral.*

Old Referral: ARSON: INSURED PROPERTY (DELINQUENT CHILD OR A CHILD IN NEED OF SUPERVISION) : 97-17-11

New Referral: ARSON: OTHER BUILDINGS OR STRUCTURES (DELINQUENT CHILD OR A CHILD IN NEED OF SUPERVISION) : 97-17-5

Document Text: Determined structure was not insured |

- ▶ *Step 13 - Click OK.*

Notes

10.0 - Notes

This section will address how to add, edit, delete, and view notes.

- ▶ [10.1 - Add a Note](#)
- ▶ [10.2 - Edit a Note](#)
- ▶ [10.3 - Delete a Note](#)
- ▶ [10.4 - View Note Details](#)

10.1 - Add a Note

Type your drop-down text here.

10.1 - Add a Note

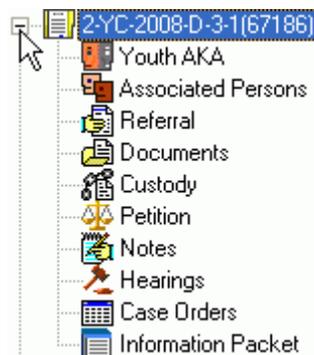
Type your drop-down text here.

► *Step 1 - Expand the case.*

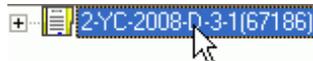
Click on the  next to the case number in the Case Navigation Panel.



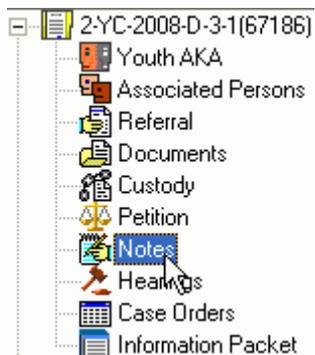
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Notes in the Case Navigation panel.*



- ▶ *Step 3 - Click Add link from the Edit Panel area.*

No notes exist for this case. [Add](#) a new note to the case.

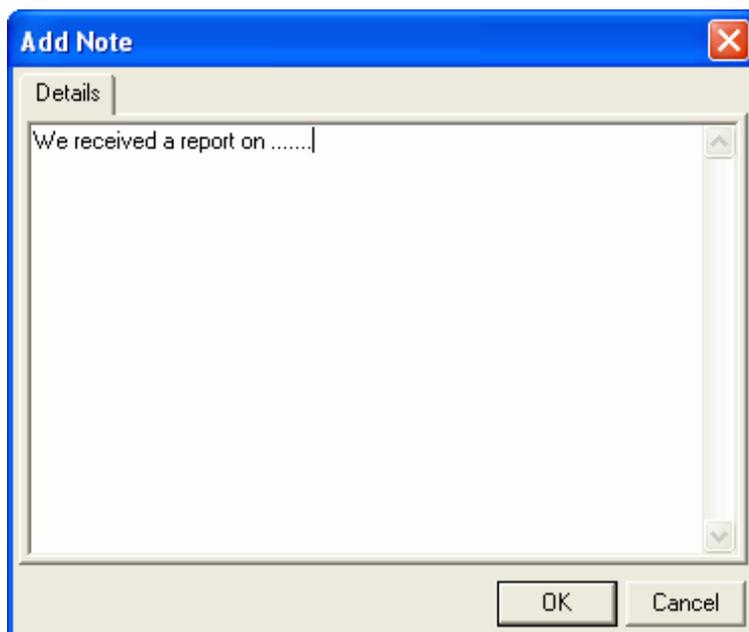
- ▶ *Step 4 - Type note text.*

Enter the text of the note in the window.

Click OK.

Note !

Notes can be viewed by all MYCIDS users.



10.2 - Edit a Note

Type your drop-down text here.

10.2 - Edit a Note

Type your drop-down text here.

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



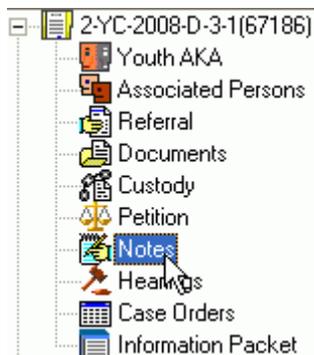
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Notes in the Case Navigation panel.*



- ▶ *Step 3 - Select the Note from the Notes list.*

Date	Note
12/23/2008 04:17 pm	We received a report on

- ▶ *Step 4 - Click Edit in the Actions list.*

Note !

Notes may only be edited or deleted by the user that entered the note.

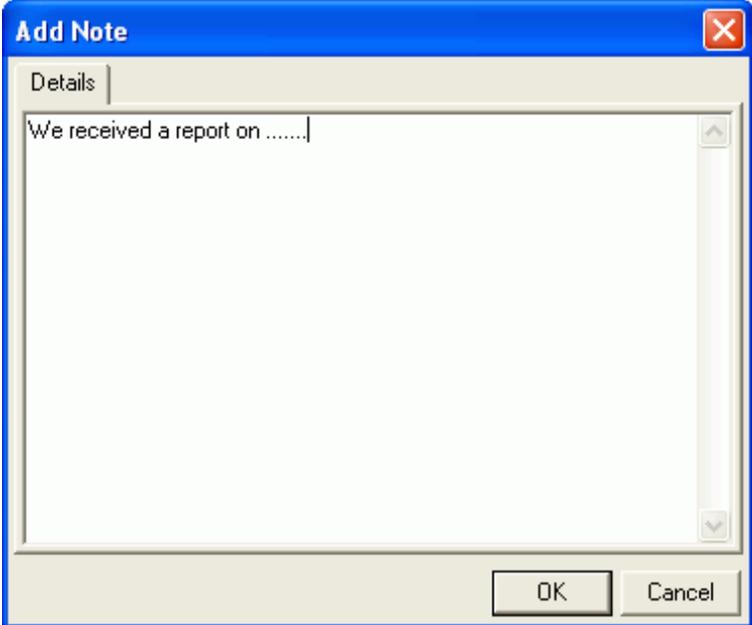
ACTIONS

[Add](#) a new note to this case.
[Edit](#) details for the existing note.
[Delete](#) selected Case Note.

- ▶ *Step 5 - Make corrections to note text.*

Make necessary changes to the note text.

Click OK.



10.3 - Delete a Note

Type your drop-down text here.

10.3 - Delete a Note

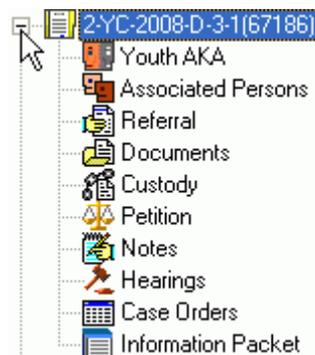
Type your drop-down text here.

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



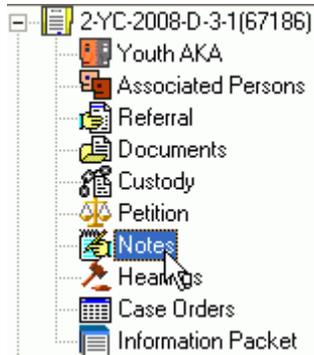
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Notes in the Case Navigation panel.*



- ▶ *Step 3 - Select the Note from the Notes list.*

Date	Note
12/23/2008 04:17 pm	We received a report on

- ▶ *Step 4 - Click Delete in the Actions list.*

Note !

Notes may only be edited or deleted by the user that entered the note.

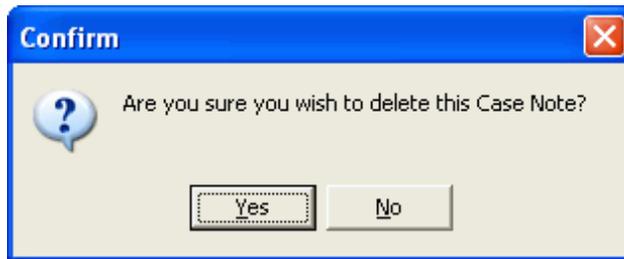
ACTIONS

[Add](#) a new note to this case.
[Edit](#) details for the existing note.
[Delete](#) selected Case Note.

- ▶ *Step 5 - Confirm Deletion.*

Click Yes to confirm deletion of the Case note.

Click No to cancel.



10.4 - View Note Details

Type your drop-down text here.

10.4 - View Note Details

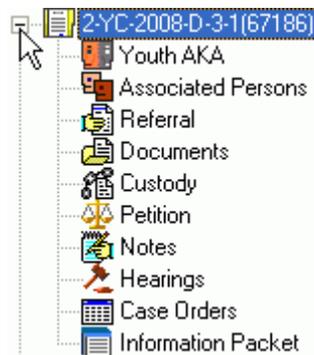
Type your drop-down text here.

► *Step 1 - Expand the case.*

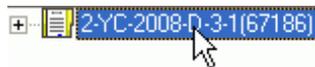
Click on the + next to the case number in the Case Navigation Panel.



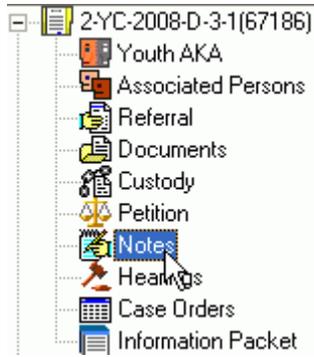
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Notes in the Case Navigation panel.*



▶ *Step 3 - Select the Note from the Notes list.*

Date	Note
▶ 12/23/2008 04:17 pm	We received a report on

▶ *Step 4 - Click View in the Actions list.*

Note !

All Case notes may be viewed by all MYCIDS users.

ACTIONS
[Add](#) a new note to this case.
[View](#) details for the existing note.

Hearings

11.0 - Hearings

This section will address how to add, edit, and delete hearings. It also shows step by step how to record hearings and generate hearing orders.

- ▶ [11.1 - Add a Hearing](#)
- ▶ [11.2 - Edit a Hearing](#)
- ▶ [11.3 - Delete a Hearing](#)
- ▶ [11.4 - Record a Hearing](#)
- ▶ [11.5 - Generate a Hearing Order](#)
- ▶ [11.6 - Generate a Valid Court Order](#)
- ▶ [11.7 - Generate a Valid Court Order Acknowledgement](#)
- ▶ [11.8 - New Adjudication Hearing Process](#)

11.1 - Add a Hearing

Type your drop-down text here.

11.1 - Add a Hearing

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



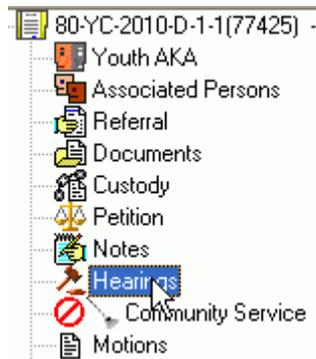
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Hearings in the Case Navigation panel.*



► *Step 3 - Click on the Add Link from the Edit Panel area.*

If no hearings have been added, the Edit Panel area displays this message. Click Add.

No hearings exist for this case. [Add](#) a new hearing to this case.

If hearings have been added, click Add from the actions list.

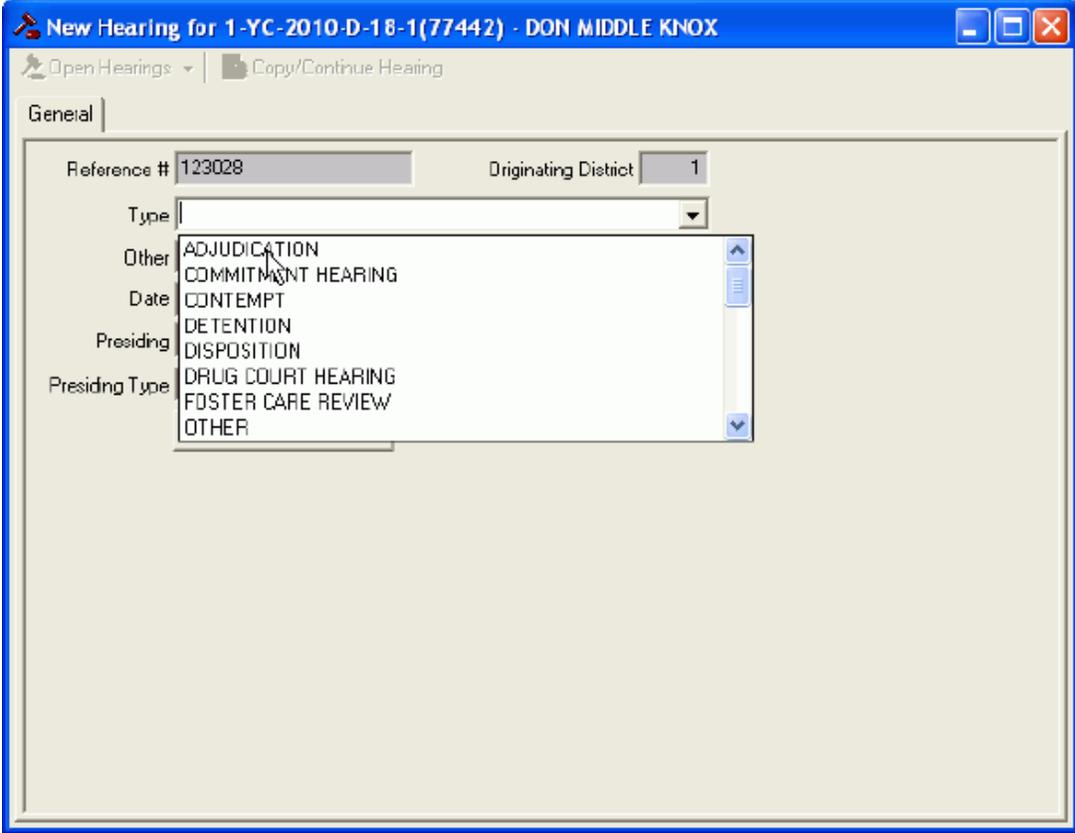
ACTIONS

[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Record](#) this hearing and all associated items to the General Docket.
[Generate](#) Order.
[Generate](#) Valid Court Order.
[Generate](#) Valid Court Order Acknowledgement.

► *Step 4 - Select Hearing type in Type field.*

The Type field includes a drop-down list of available hearing types. Click in the field and begin typing the hearing name or choose from the list.

If the Other Hearing is selected, the user may name the hearing by typing the name in the Other field.



▶ *Step 5 - Edit date and time.*

The screenshot shows a software window with a blue title bar containing the text "New Hearing for 1-YC-2010-D-18-1(77442) - DON MIDDLE KNOX". Below the title bar is a menu bar with "Open Hearings" and "Copy/Continue Hearing". The main area is titled "General" and contains the following fields:

- Reference #: 123028
- Originating District: 1
- Type: ADJUDICATION (dropdown menu)
- Other: (empty text field)
- Date: 08/16/2010 09:00 AM (dropdown menu)
- Presiding: (empty dropdown menu)
- Presiding Type: (empty dropdown menu)

A "Save and Proceed" button is located at the bottom of the form area. There is also a checkbox labeled "Adjudication (FEH)" which is currently unchecked.

► *Step 6 - Select Presiding Judge in Presiding field.*

Select the Presiding Judge from the drop-down list in the Presiding field.

New Hearing for 1-YC-2010-D-18-1(77442) - DON MIDDLE KNOX

Open Hearings | Copy/Continue Hearing

General

Reference # 123028 Originating District 1

Type ADJUDICATION Adjudication (FEH)

Other

Date 08/16/2010 09:00 AM

Presiding TESTER A JUDGE

Presiding Type TESTER A JUDGE

Save and Proceed



If no Judges appear in the drop-down list, close the hearing editor, return to the Associated Person node and [add](#) the Judge.

► *Step 7 - Select Presiding Type in Presiding Type field.*

Select the appropriate Presiding type from the Presiding Type drop-down list.

Click Save and Proceed.

Note !

See Presiding Type descriptions below.

New Hearing for 1-YC-2010-D-18-1(77442) - DON MIDDLE KNOX

Open Hearings | Copy/Continue Hearing

General

Reference # 123028 Originating District 1

Type ADJUDICATION Adjudication (FEH)

Other

Date 08/16/2010 09:00 AM

Presiding TESTER A JUDGE

Presiding Type

- CHANCELLOR
- JUDGE
- REFEREE
- SPECIAL JUDGE

► *Step 8 - Add cases addressed in this hearing.*

MYCIDS allows addressing multiple cases in one hearing editor. Use of this feature requires the cases to be addressed to be grouped. To learn more about grouping cases, see [18.0 Grouping Cases](#).

In the General tab of the hearing editor, click Add.

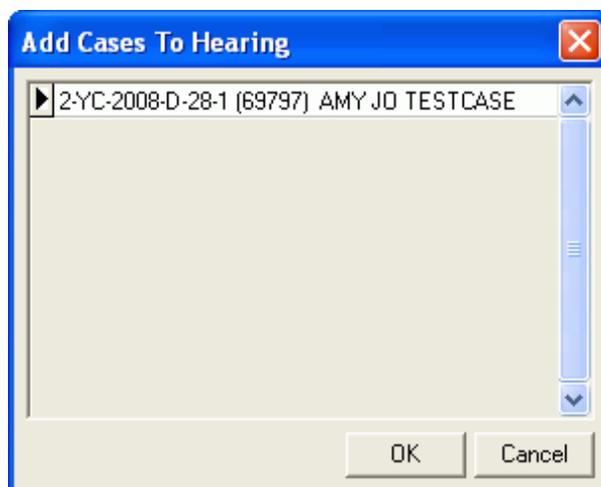
Cases addressed by this hearing

2-YC-2008-D-26-1 (69792) KEITH ANDY TESTCASE

Add

Remove

Select the case(s) to add to this hearing.



Click OK.

The hearing editor will now address both case together. Duplicate hearing editors appear in both cases but need only to be addressed in one.

11.2 - Edit a Hearing

Type your drop-down text here.

11.2 - Edit a Hearing

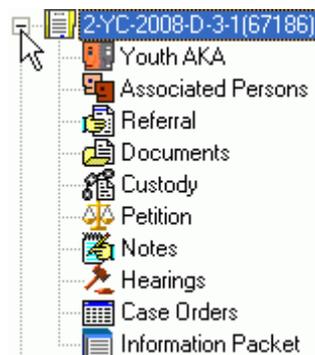
Type your drop-down text here.

► *Step 1 - Expand the case.*

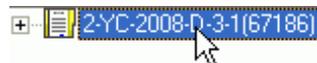
Click on the  next to the case number in the Case Navigation Panel.



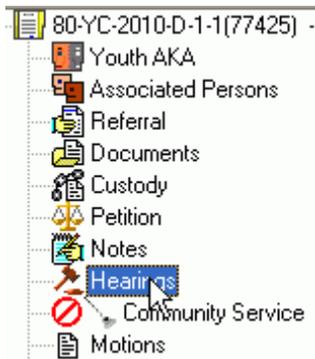
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Hearings in the Case Navigation panel.*



▶ *Step 3 - Select Hearing in Hearing List.*

Date	Description	Presiding
▶ 12/24/2008	DISPOSITION	TESTER JUDGE
12/24/2008	ADJUDICATION	TESTER JUDGE

▶ *Step 4 - Click on "Edit" this hearing in the Actions list.*

ACTIONS

- [Add](#) a new hearing to this case.
- [Edit](#) this hearing.
- [Delete](#) this hearing.
- [Record](#) this hearing and all associated items to the General Docket.
- [Generate](#) Order.
- [Generate](#) Valid Court Order.
- [Generate](#) Valid Court Order Acknowledgement.

▶ *Step 5 - Edit the hearing.*

- ▶ Summons/Notices (See section 12.0 - Summons)
- ▶ *Attendees*

From the hearing editor, click on the Attendees tab.

Click on Add.



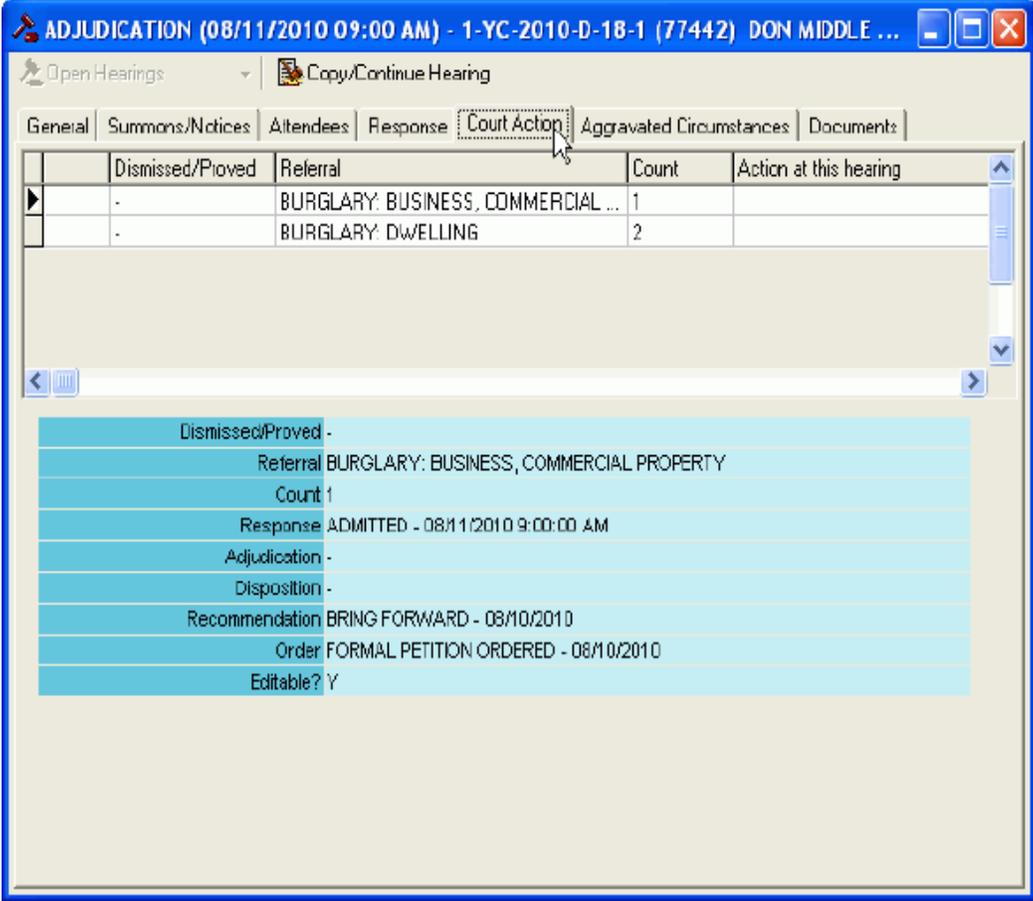
Select the persons in attendance by holding the Control (Ctrl) button down and clicking on the names in the list.



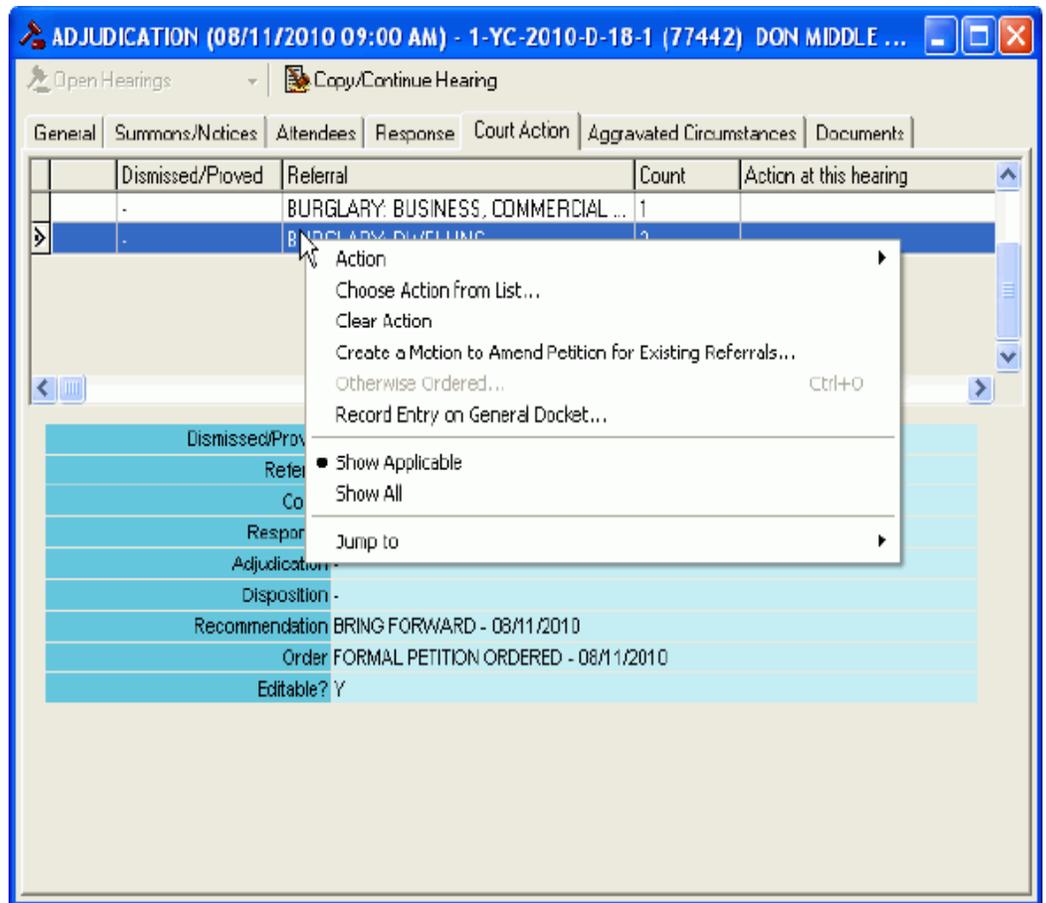
Click OK.

- ▶ Continuance
- ▶ *Court Action*

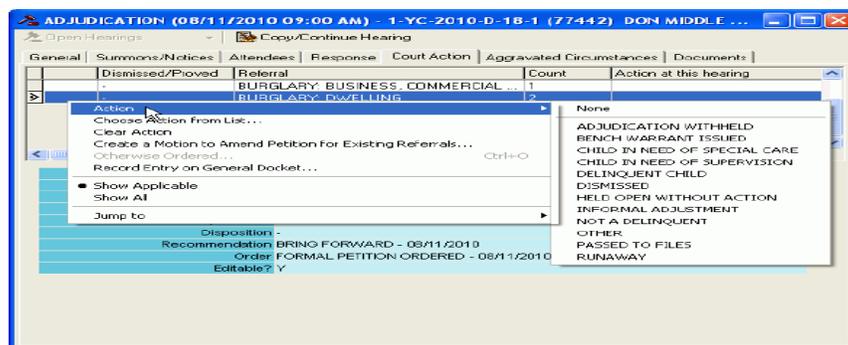
From the hearing editor, click on the Court actions tab.



Right-click the mouse on the item row to address.



Select from the list of actions.



► *Copy Hearing*

To copy the hearing information from one hearing to the next, click on Copy Hearing at the top of the hearing editor. This feature is typically used to copy an Adjudication hearing to the Disposition hearing.



In the Copy Hearing editor, select the New Hearing Type.

Click the Copy Attendees and Automatically Issue Notices check boxes.

Click OK.



11.3 - Delete a Hearing

Type your drop-down text here.

11.3 - Delete a Hearing

Type your drop-down text here.

► *Step 1 - Expand the case.*

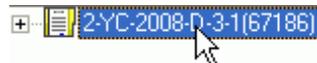
Click on the  next to the case number in the Case Navigation Panel.



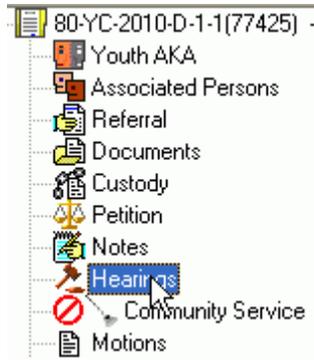
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Hearings in the Case Navigation panel.*



- ▶ *Step 3 - Select Hearing in Hearing List.*

Date	Description	Presiding
▶ 12/24/2008	DISPOSITION	TESTER JUDGE
12/24/2008	ADJUDICATION	TESTER JUDGE

- ▶ *Step 4 - Click on Delete in the Actions list.*

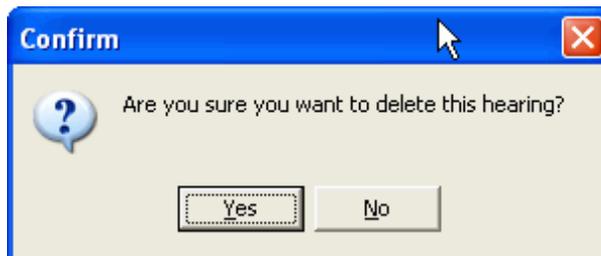
ACTIONS

[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Record](#) this hearing and all associated items to the General Docket.
[Generate](#) Order.
[Generate](#) Valid Court Order.
[Generate](#) Valid Court Order Acknowledgement.

- ▶ *Step 5 - Confirm hearing deletion.*

Click Yes to confirm the hearing deletion.

Click No to cancel action.



11.4 - Record a Hearing

Type your drop-down text here.

11.4 - Record a Hearing

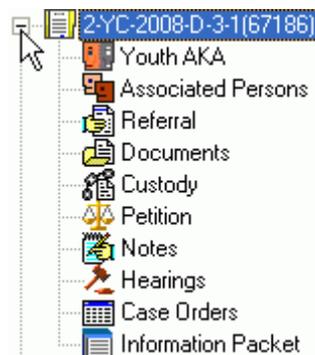
Type your drop-down text here.

► *Step 1 - Expand the case.*

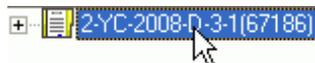
Click on the  next to the case number in the Case Navigation Panel.



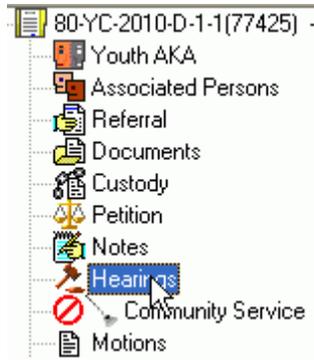
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Hearings in the Case Navigation panel.*



- ▶ *Step 3 - Select Hearing in Hearing List.*

Date	Description	Presiding
▶ 12/24/2008	DISPOSITION	TESTER JUDGE
12/24/2008	ADJUDICATION	TESTER JUDGE

- ▶ *Step 4 - Click on Record in the Actions list.*

ACTIONS

- [Add](#) a new hearing to this case.
- [Edit](#) this hearing.
- [Delete](#) this hearing.
- [Record](#) this hearing and all associated items to the General Docket.
- [Generate](#) Order.
- [Generate](#) Valid Court Order.
- [Generate](#) Valid Court Order Acknowledgement.

11.5 - Generate a Hearing Order

Type your drop-down text here.

11.5 - Generate a Hearing Order

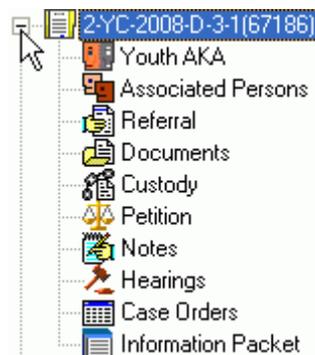
Type your drop-down text here.

► *Step 1 - Expand the case.*

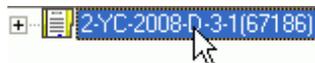
Click on the  next to the case number in the Case Navigation Panel.



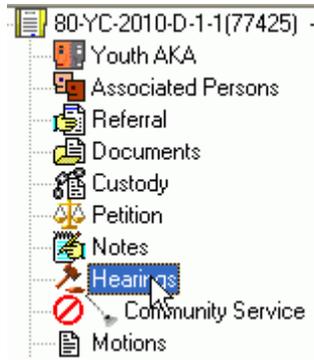
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Hearings in the Case Navigation panel.*



- ▶ *Step 3 - Select Hearing in Hearing List.*

Date	Description	Presiding
▶ 12/24/2008	DISPOSITION	TESTER JUDGE
12/24/2008	ADJUDICATION	TESTER JUDGE

- ▶ *Step 4 - Click on Generate Order in the Actions list.*

ACTIONS

- [Add](#) a new hearing to this case.
- [Edit](#) this hearing.
- [Delete](#) this hearing.
- [Record](#) this hearing and all associated items to the General Docket.
- [Generate](#) Order.
- [Generate](#) Valid Court Order.
- [Generate](#) Valid Court Order Acknowledgement.

11.6 - Generate a Valid Court Order

Type your drop-down text here.

11.6 - Generate a Valid Court Order

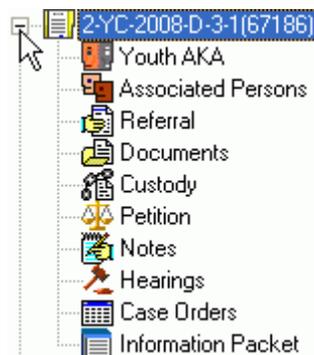
Type your drop-down text here.

► *Step 1 - Expand the case.*

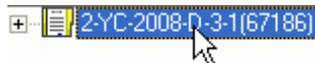
Click on the  next to the case number in the Case Navigation Panel.



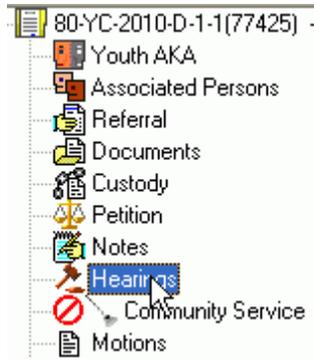
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Hearings in the Case Navigation panel.*



- ▶ *Step 3 - Select Disposition Hearing in Hearing List.*

Date	Description	Presiding
▶ 12/24/2008	DISPOSITION	TESTER JUDGE
12/24/2008	ADJUDICATION	TESTER JUDGE

- ▶ *Step 4 - Click on Generate Order in the Actions list.*

ACTIONS

- [Add](#) a new hearing to this case.
- [Edit](#) this hearing.
- [Delete](#) this hearing.
- [Record](#) this hearing and all associated items to the General Docket.
- [Generate](#) Order.
- [Generate](#) Valid Court Order.
- [Generate](#) Valid Court Order Acknowledgement.

11.7 - Generate a Valid Court Order Acknowledgement

Type your drop-down text here.

11.7 - Generate a Valid Court Order Acknowledgement

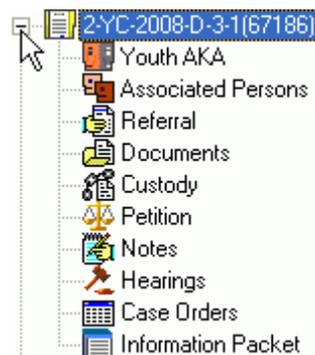
Type your drop-down text here.

► *Step 1 - Expand the case.*

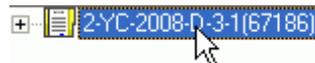
Click on the  next to the case number in the Case Navigation Panel.



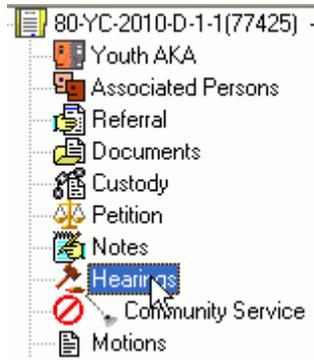
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Hearings in the Case Navigation panel.*



- ▶ *Step 3 - Select Disposition Hearing in Hearing List.*

Date	Description	Presiding
▶ 12/24/2008	DISPOSITION	TESTER JUDGE
12/24/2008	ADJUDICATION	TESTER JUDGE

- ▶ *Step 4 - Click on Generate Acknowledgement in the Actions list.*

ACTIONS

- [Add](#) a new hearing to this case.
- [Edit](#) this hearing.
- [Delete](#) this hearing.
- [Record](#) this hearing and all associated items to the General Docket.
- [Generate](#) Order.
- [Generate](#) Valid Court Order.
- [Generate](#) Valid Court Order Acknowledgement.

11.8 - New Adjudication Hearing Process

11.8 - New Adjudication Hearing Process

The new adjudication process will eliminate the need to create a first call hearing. Responses may now be indicated in the adjudication hearing under the Response tab.

► *Step 1 - Expand the case.*

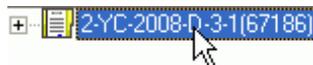
Click on the  next to the case number in the Case Navigation Panel.



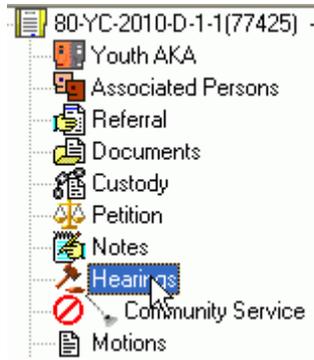
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Hearings in the Case Navigation panel.*



► *Step 3 - Click on the Add Link from the Edit Panel area.*

If no hearings have been added, the Edit Panel area displays this message. Click Add.

No hearings exist for this case. [Add](#) a new hearing to this case.

If hearings have been added, click Add from the actions list.

ACTIONS
[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Record](#) this hearing and all associated items to the General Docket.
[Generate](#) Order.
[Generate](#) Valid Court Order.
[Generate](#) Valid Court Order Acknowledgement.

► *Step 4 - Select Adjudication in the hearing Type field.*

The Type field includes a drop-down list of available hearing types. Click in the field and begin typing the hearing name or choose from the list.

Notice that the First Call hearing is no longer in the list. Select the Adjudication hearing type.

New Hearing for 80-YC-2010-P-2-1(77428) - DON MIDDLE KNOX

Open Hearings | Copy/Continue Hearing

General

Reference # 119445 Originating District 88

Type

Other

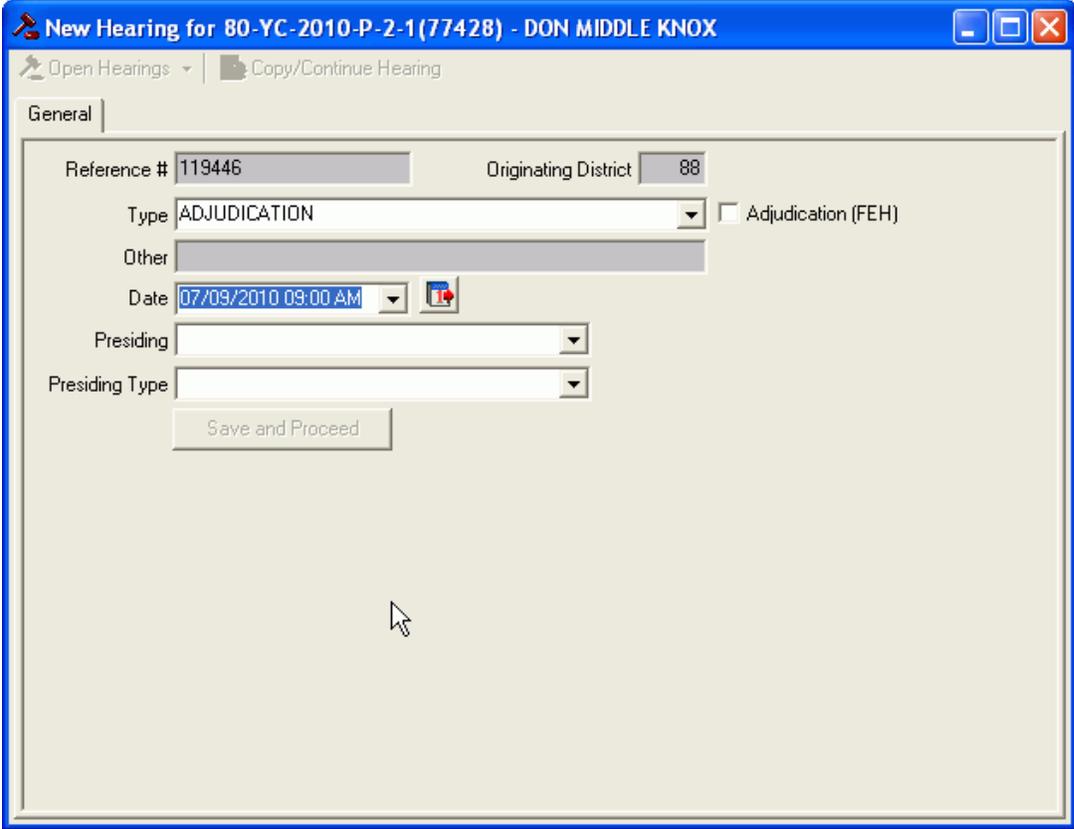
Date

Presiding

Presiding Type

- ADJUDICATION
- COMMITMENT HEARING
- CONTEMPT
- DETENTION
- DISPOSITION
- DRUG COURT HEARING
- FOSTER CARE REVIEW
- OTHER

► *Step 5 - Edit date and time.*



▶ *Step 6 - Select Presiding Judge in the Presiding field.*

Select the Presiding Judge from the drop-down list in the Presiding field.

The screenshot shows a software window titled "New Hearing for 80-YC-2010-P-2-1(77428) - DON MIDDLE KNOX". The window has a menu bar with "Open Hearings" and "Copy/Continue Hearing". Below the menu bar is a "General" tab. The form contains the following fields and controls:

- Reference #: 119447
- Originating District: 88
- Type: ADJUDICATION (dropdown menu)
- Other: (empty text field)
- Date: 07/09/2010 09:00 AM (dropdown menu with a calendar icon)
- Presiding: (empty dropdown menu)
- Presiding Type: TESTER A JUDGE (dropdown menu)
- Adjudication (FEH): (checkbox, currently unchecked)
- Save and Proceed: (button)



If no Judges appear in the drop-down list, close the hearing editor, return to the Associated Person node and [add](#) the Judge.

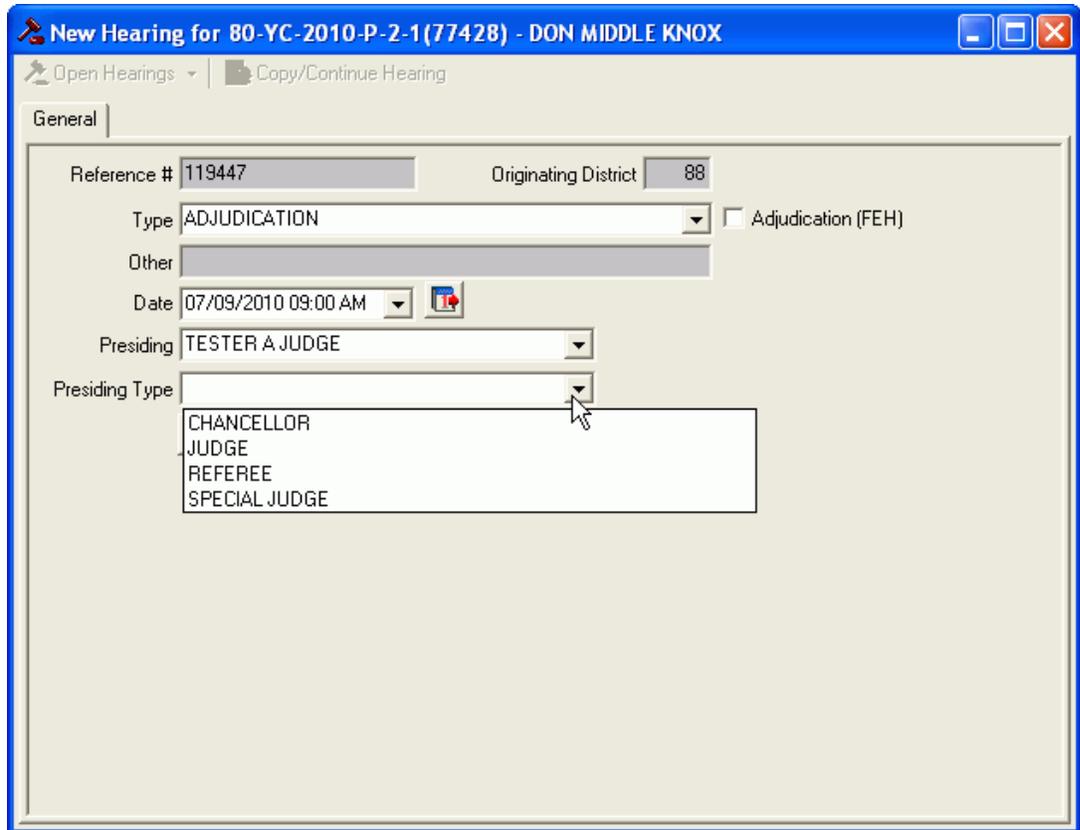
► *Step 7 - Select Presiding Type in the Presiding Type field.*

Select the appropriate Presiding type from the Presiding Type drop-down list.

Click Save and Proceed.

Note !

See Presiding Type descriptions below.



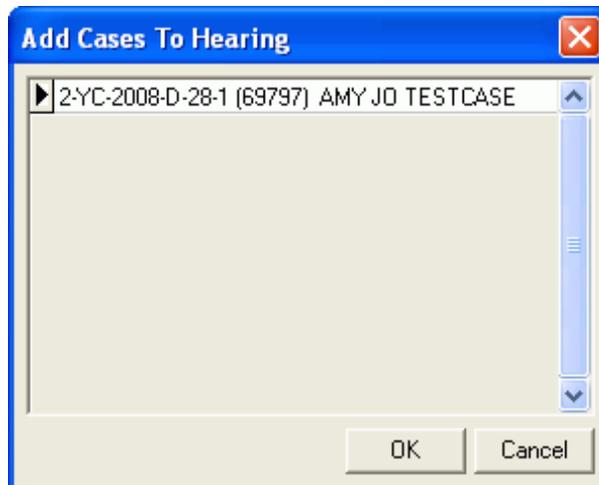
► *Step 8 - Add cases addressed in this hearing.*

MYCIDS allows addressing multiple cases in one hearing editor. Use of this feature requires the cases to be addressed to be grouped. To learn more about grouping cases, see [18.0 Grouping Cases](#).

In the General tab of the hearing editor, click Add.



Select the case(s) to add to this hearing.



Click OK.

The hearing editor will now address both case together. Duplicate hearing editors appear in both cases but need only to be addressed in one.

► *Step 9 - Indicate the response under the Response tab.*

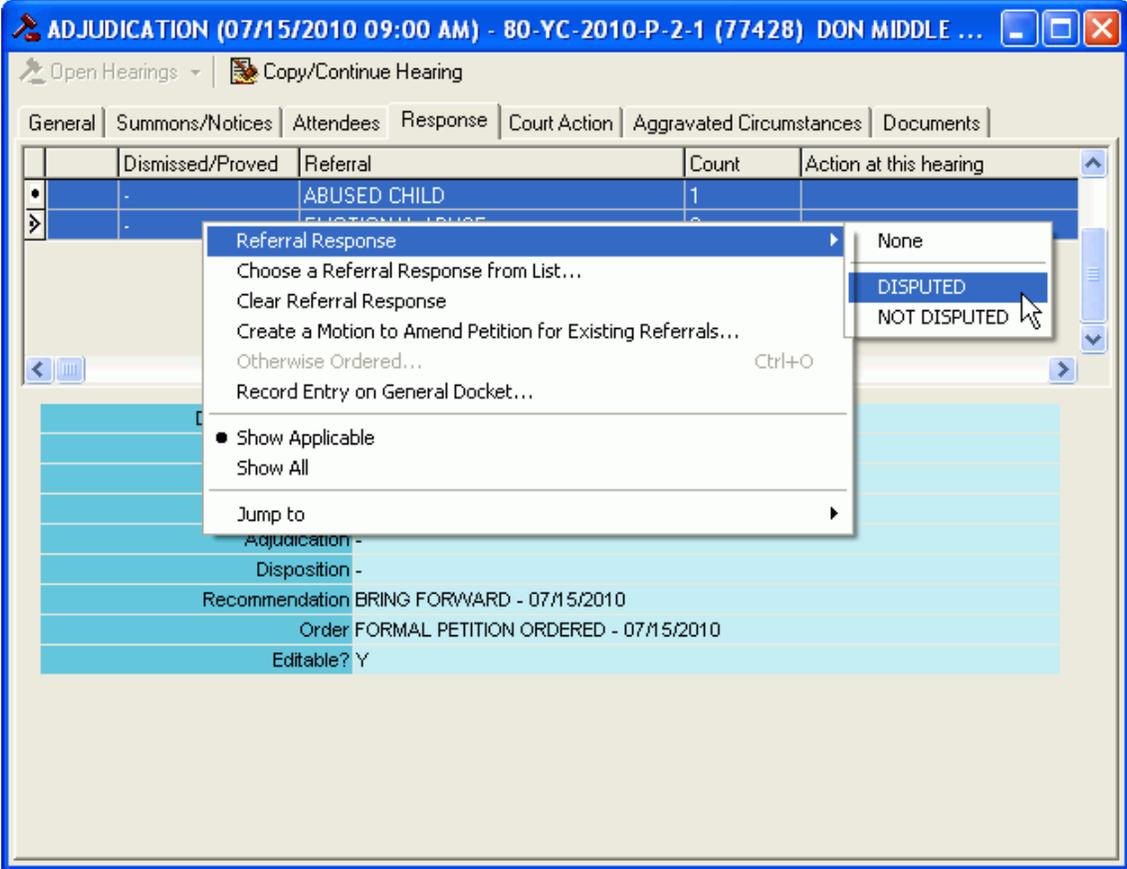
In the Adjudication window, click the Response tab.



If you wish to enter the same response for more than one referral when more than one referral exists, hold the **Ctrl** button down on the keyboard and click each referral that you wish to enter a like response.

Right-click the referral that you wish to enter a response. If multiple referrals are selected, right-click one of the selected referrals.

In the menu that appears, select Referral Response and then the appropriate response.



Summons

12.0 - Summons

This section shows step by step how to add and remove persons to summons. It also address how to generate summons, print summons, and enter summons results.

- ▶ [12.1 - Add Persons to Summons](#)
- ▶ [12.2 - Generate and Print Summons](#)
- ▶ [12.3 - Remove Persons to Summons](#)
- ▶ [12.4 - Entering Summons Results](#)

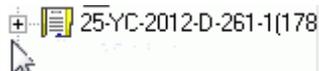
12.1 - Add Persons to Summons

Type your drop-down text here.

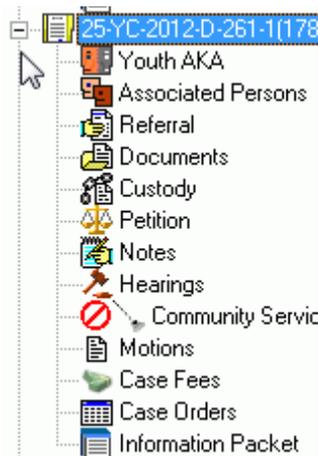
12.1 - Add Persons to Summons

► *Step 1 - Expand the case.*

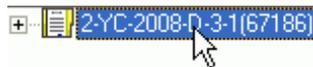
Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on the Hearings node.*



- ▶ *Step 3 - Select the appropriate Hearing from Hearings List.*

Date	Description	Presiding
01/29/2009	FIRST CALL	JAMIE KELLY MCBRIDE
12/24/2008	DETENTION	JAMIE KELLY MCBRIDE

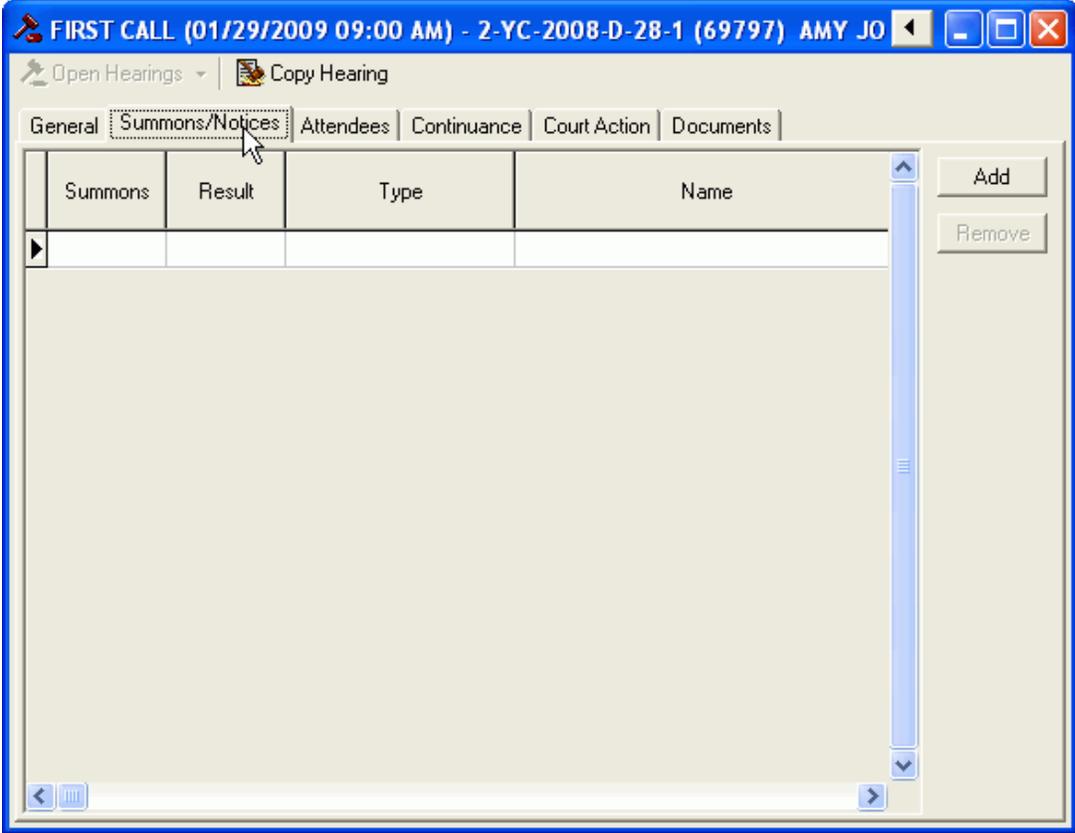
- ▶ *Step 4 - From list of actions, click on Edit this hearing.*

Date	Description	Presiding
01/29/2009	FIRST CALL	JAMIE
12/24/2008	DETENTION	JAMIE

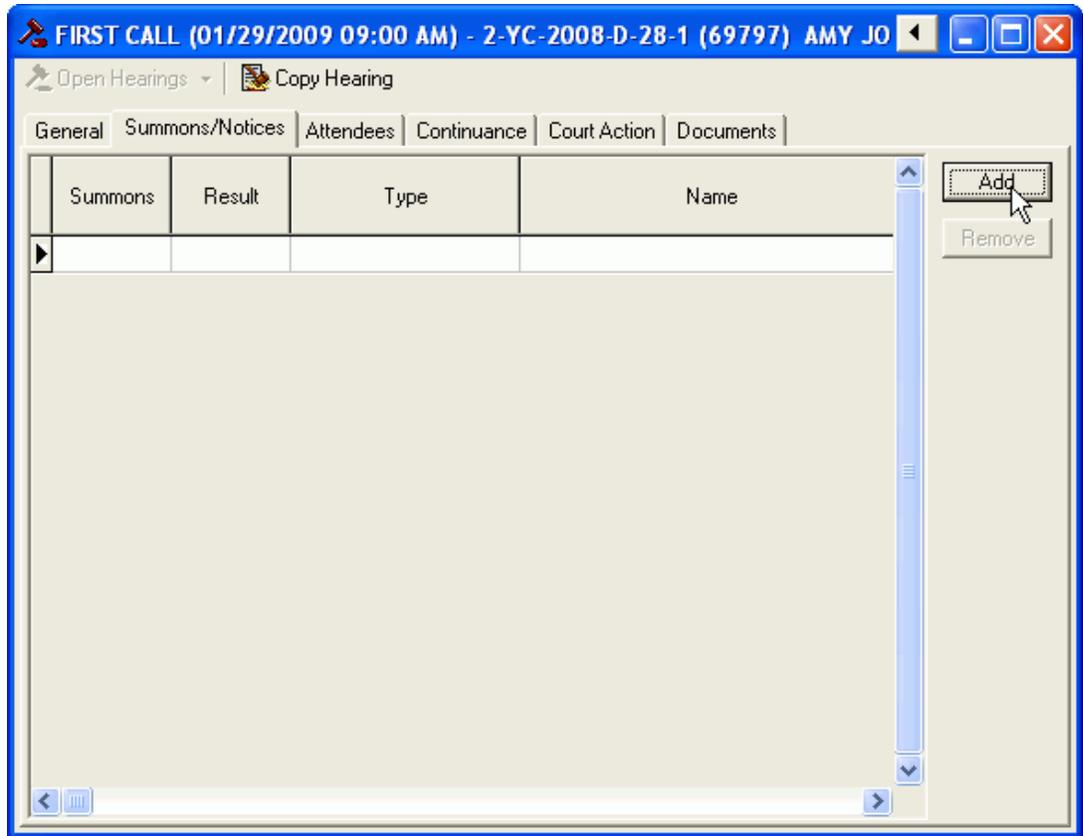
Show Hearing Details

ACTIONS
[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Reassign](#) this hearing and all associated fees to the General District.

- ▶ *Step 5 - Click on the Summons/Notice tab.*

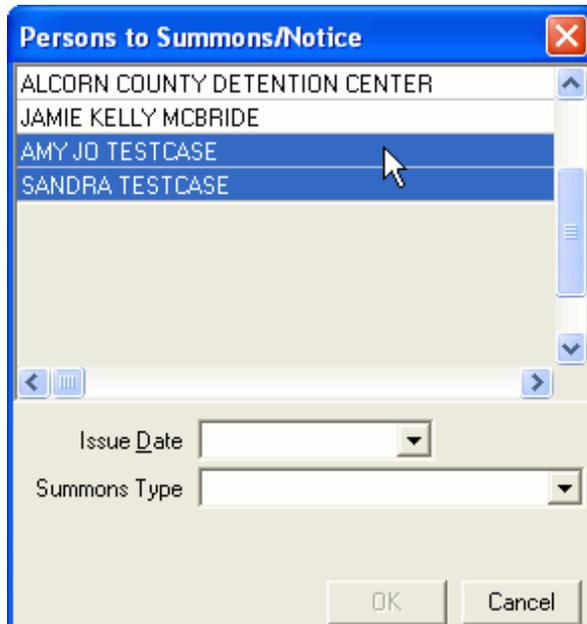


▶ *Step 6 - Click the add button.*



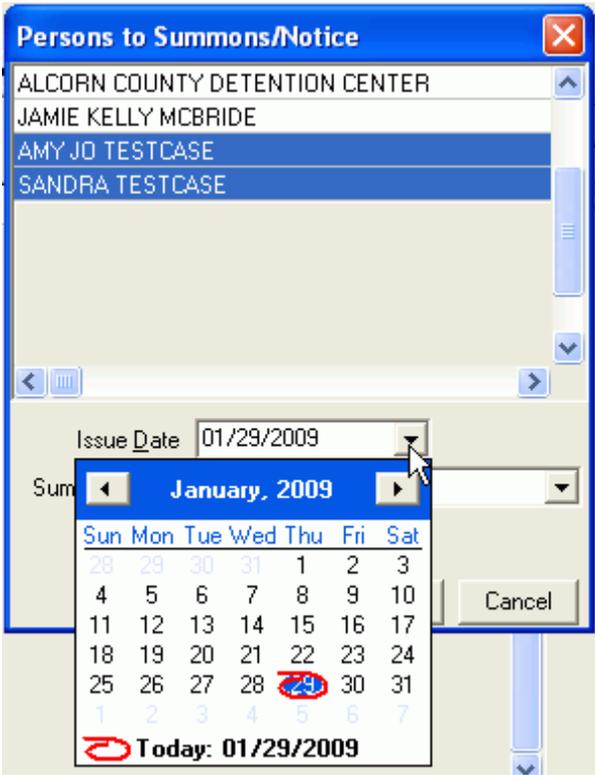
► *Step 7 - Enter Summons Information.*

1. Choose person(s) to summons.

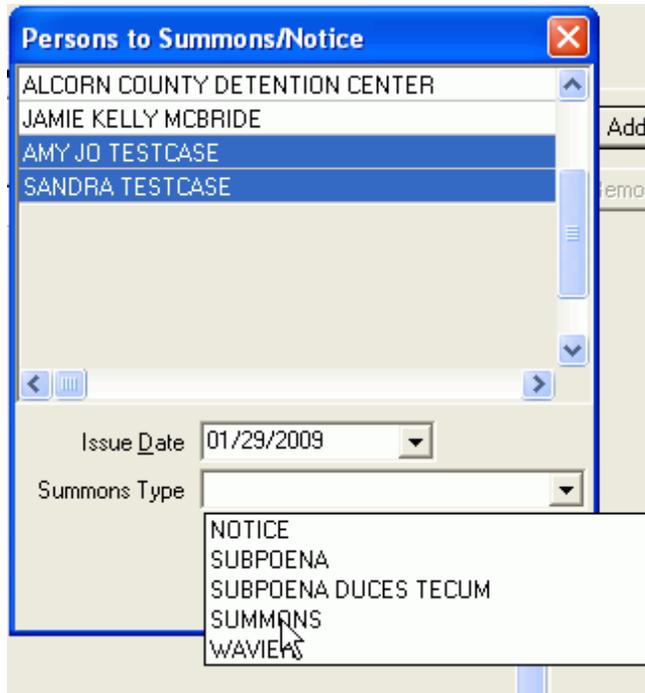


 Hold the **Ctrl** button down on the keyboard and click persons to summons. This will allow multiple selections.

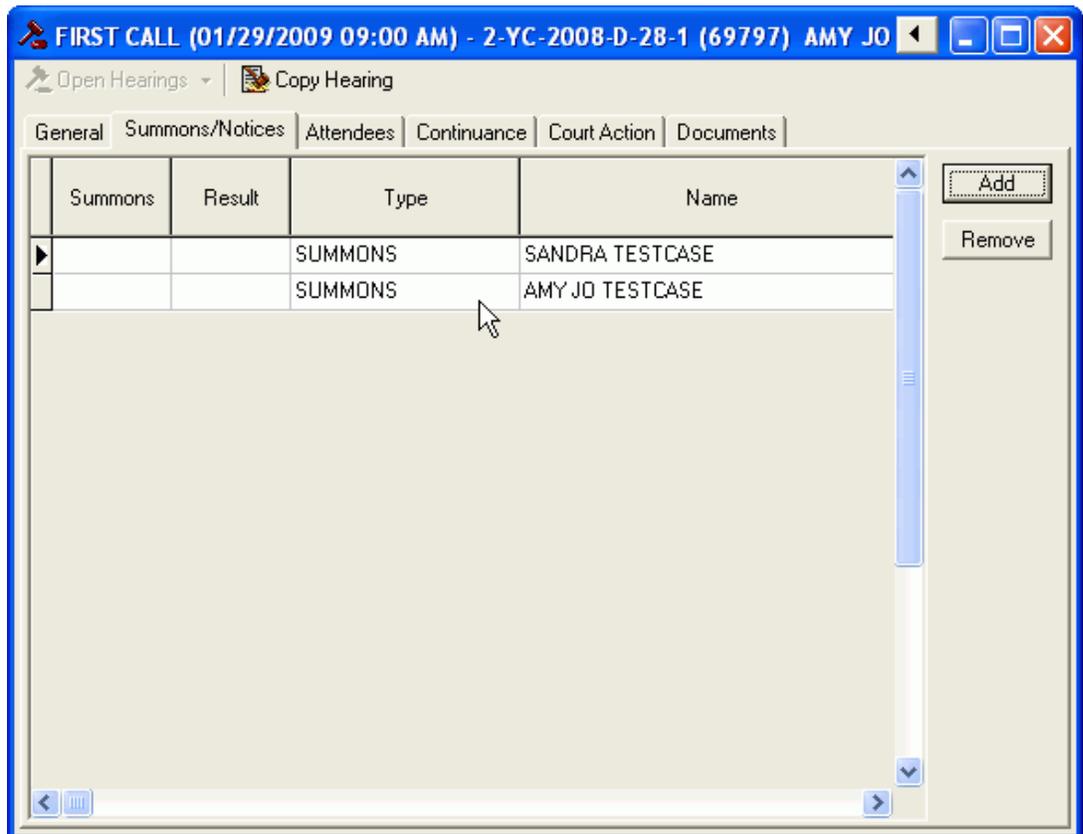
2. Choose Issue Date from the drop down calendar menu.



3. Choose summons type from the drop down menu.



4. The persons chosen will show up in the grid.



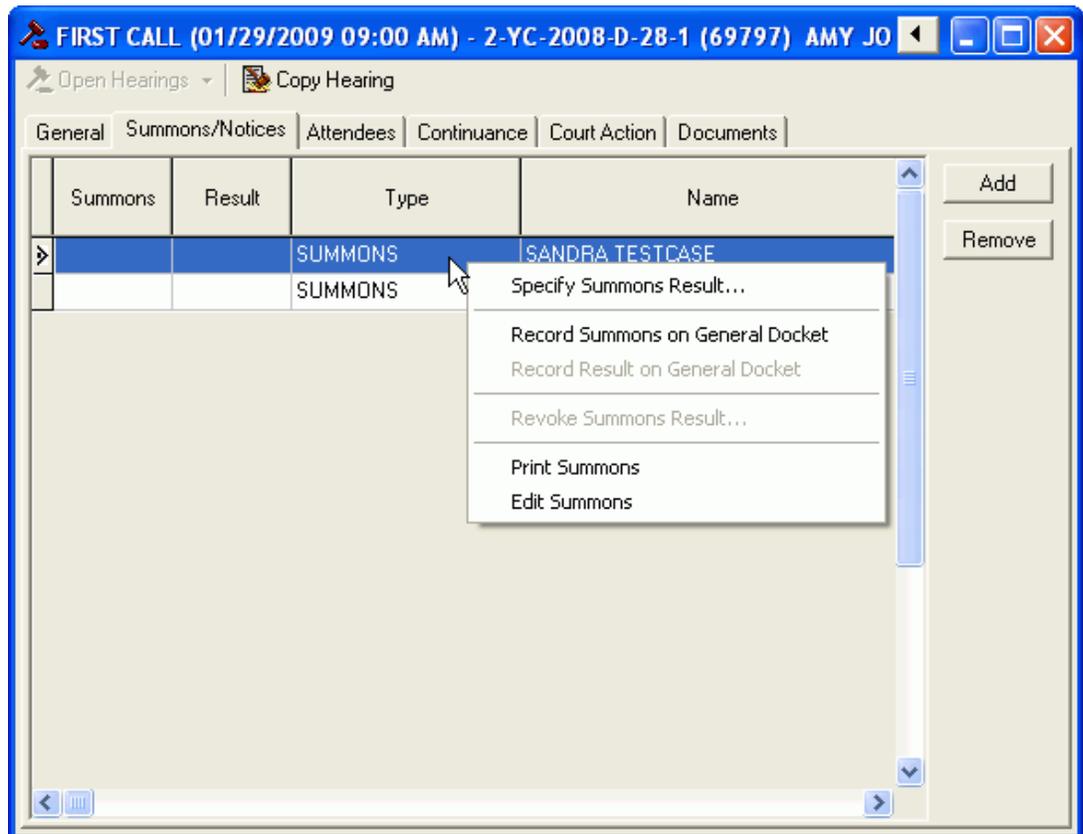
12.2 - Generate and Print Summons

Type your drop-down text here.

12.2 - Generate and Print Summons

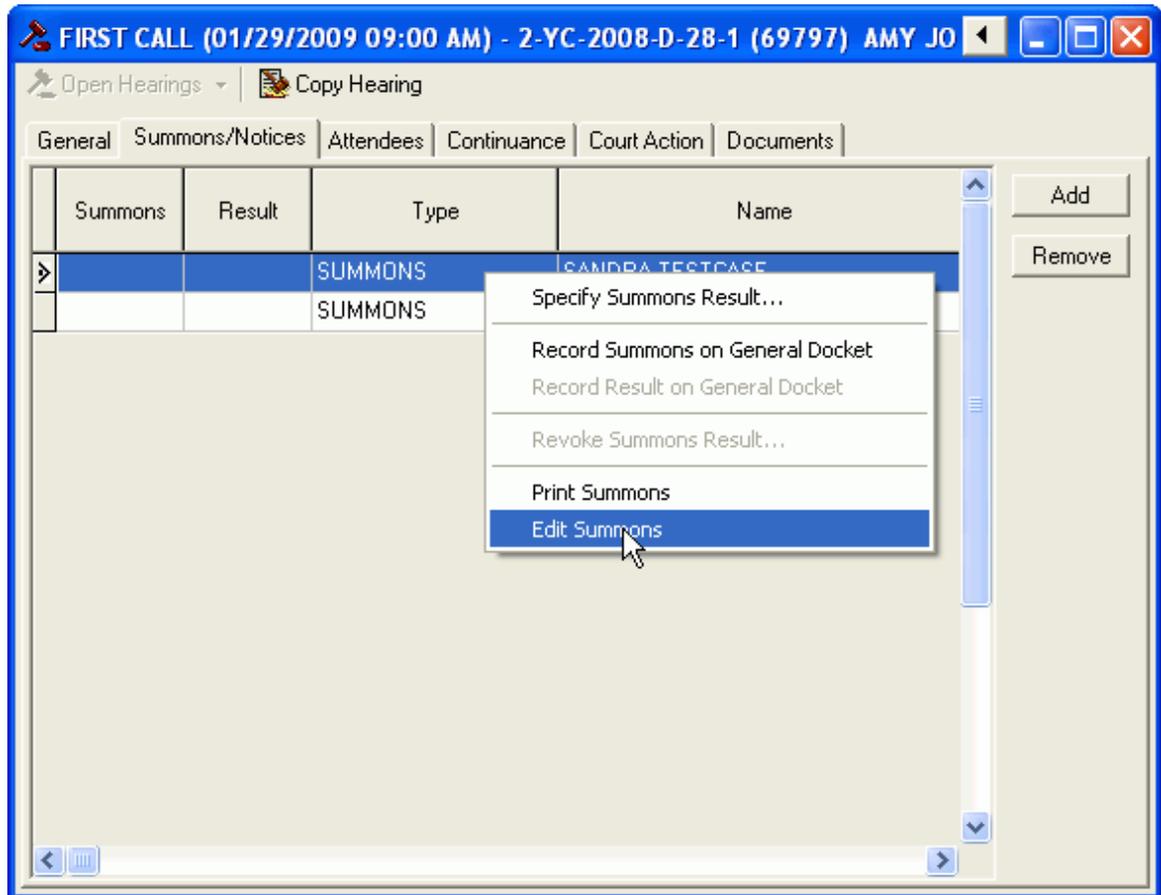
- ▶ Step 1 - Add persons to Summons (See Section 12.1 - Add persons to Summons)
- ▶ *Step 2 - Right-click on the appropriate from the summons list.*

A menu like the one shown in the image below will open.

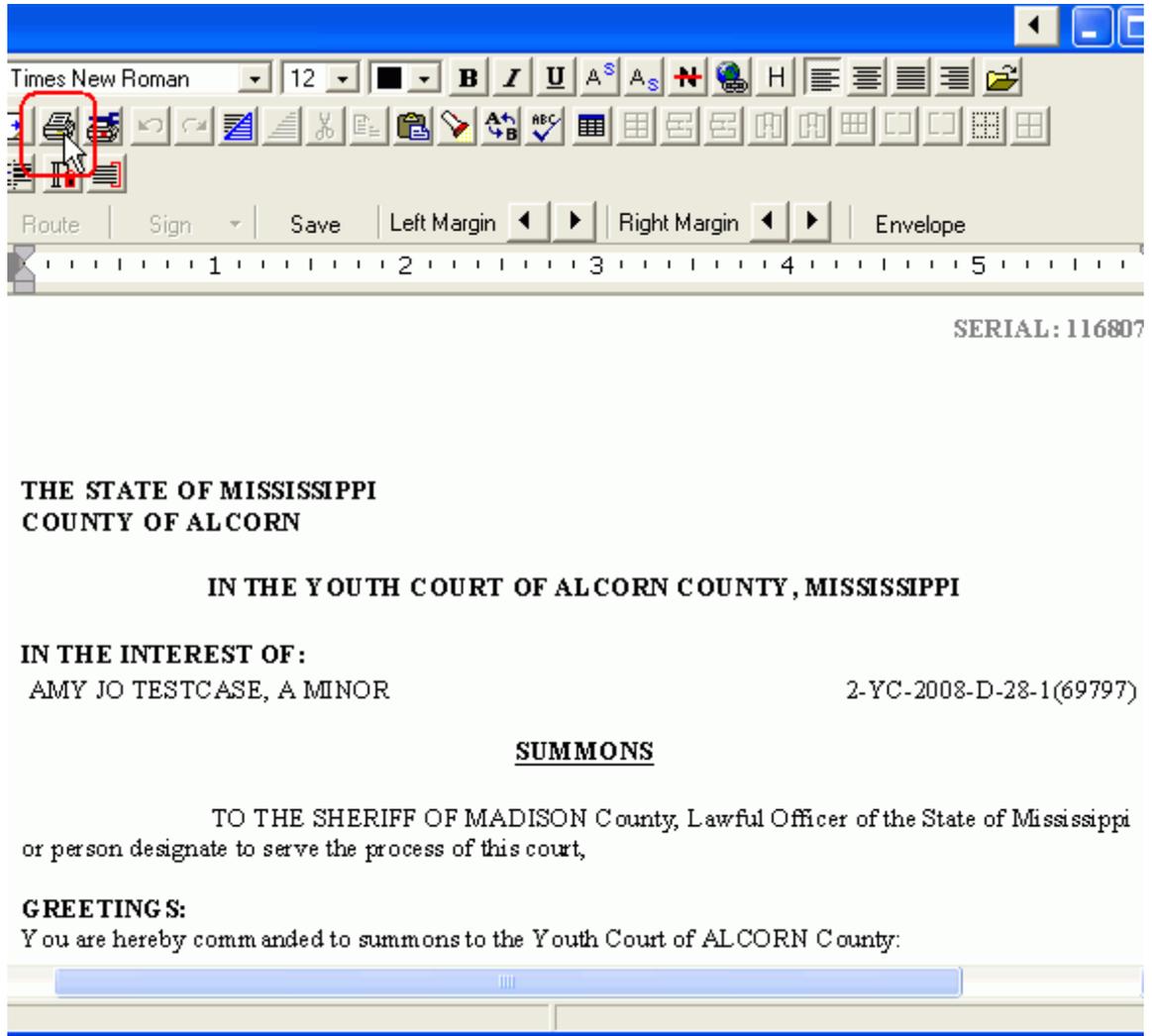


- ▶ *Step 3 - Choose Edit to open the summons to view/edit or choose print to print without viewing.*

1. Choose Edit to open the summons to view/edit.



2. The generated summons will open. Click Print.



OR

1. Choose Print Summons to print without viewing.

The screenshot shows a software window titled "FIRST CALL (01/29/2009 09:00 AM) - 2-YC-2008-D-28-1 (69797) AMY JO". The interface includes a menu bar with "Open Hearings" and "Copy Hearing", and a tabbed interface with "General", "Summons/Notices", "Attendees", "Continuance", "Court Action", and "Documents". The "Summons/Notices" tab is active, displaying a table with columns for "Summons", "Result", "Type", and "Name".

Summons	Result	Type	Name
		SUMMONS	SANDRA TESTCASE
>		SUMMONS	AMY JO TESTCASE

A context menu is open over the "AMY JO TESTCASE" row, listing the following options:

- Specify Summons Result...
- Record Summons on General Docket
- Record Result on General Docket
- Revoke Summons Result...
- Print Summons
- Edit Summons

Buttons for "Add" and "Remove" are located on the right side of the table. The "Print Summons" option is currently selected in the context menu.

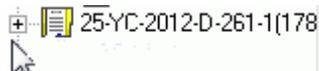
12.3 - Remove Persons to Summons

Type your drop-down text here.

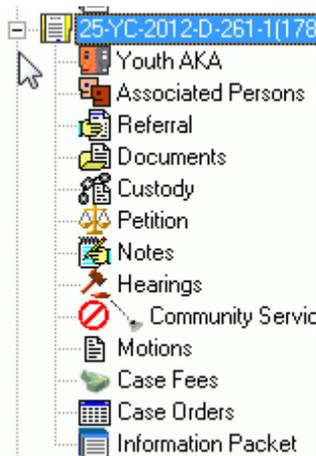
12.3 - Remove Persons to Summons

► *Step 1 - Expand the case.*

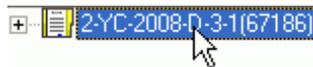
Click on the + next to the case number in the Case Navigation Panel.



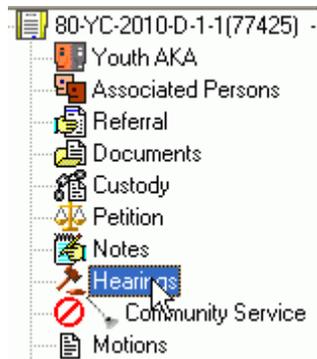
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on the Hearings node.*



- ▶ *Step 3 - Select the appropriate Hearing from the hearings list.*

Date	Description	Presiding
01/29/2009	FIRST CALL	JAMIE KELLY MCBRIDE
12/24/2008	DETENTION	JAMIE KELLY MCBRIDE

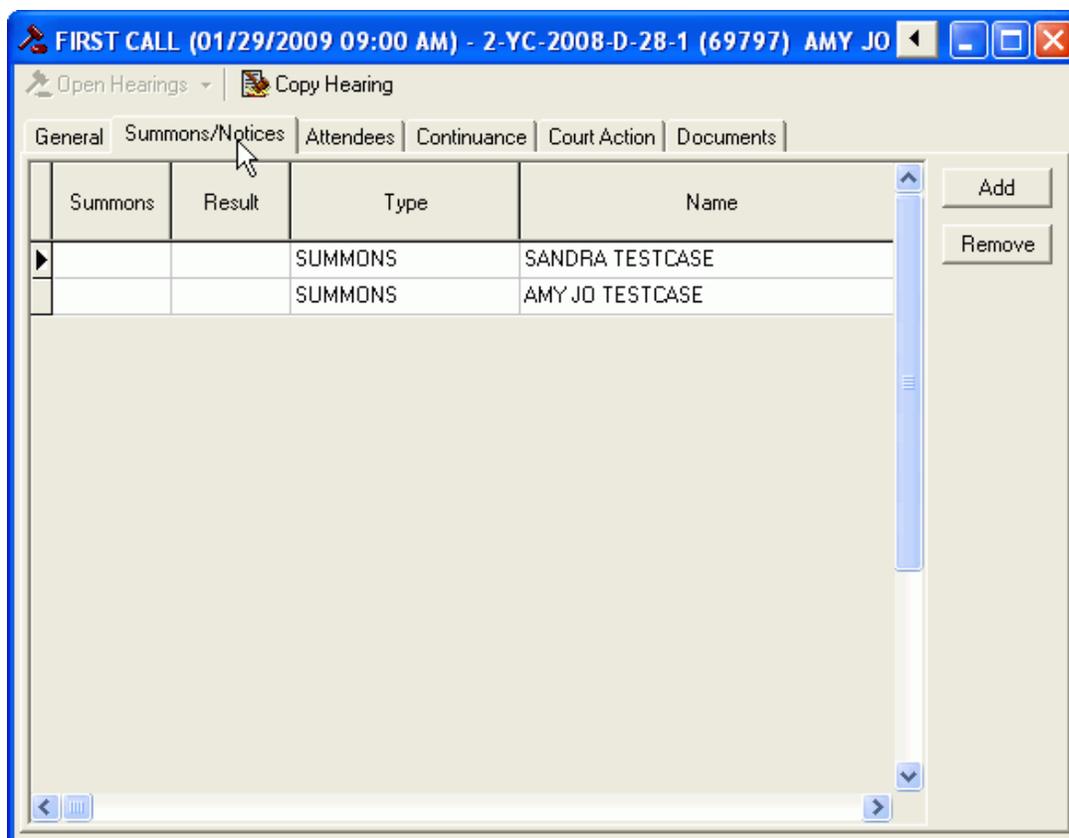
- ▶ *Step 4 - From list of actions, click on Edit this hearing.*

Date	Description	Presiding
01/29/2009	FIRST CALL	JAMIE
12/24/2008	DETENTION	JAMIE

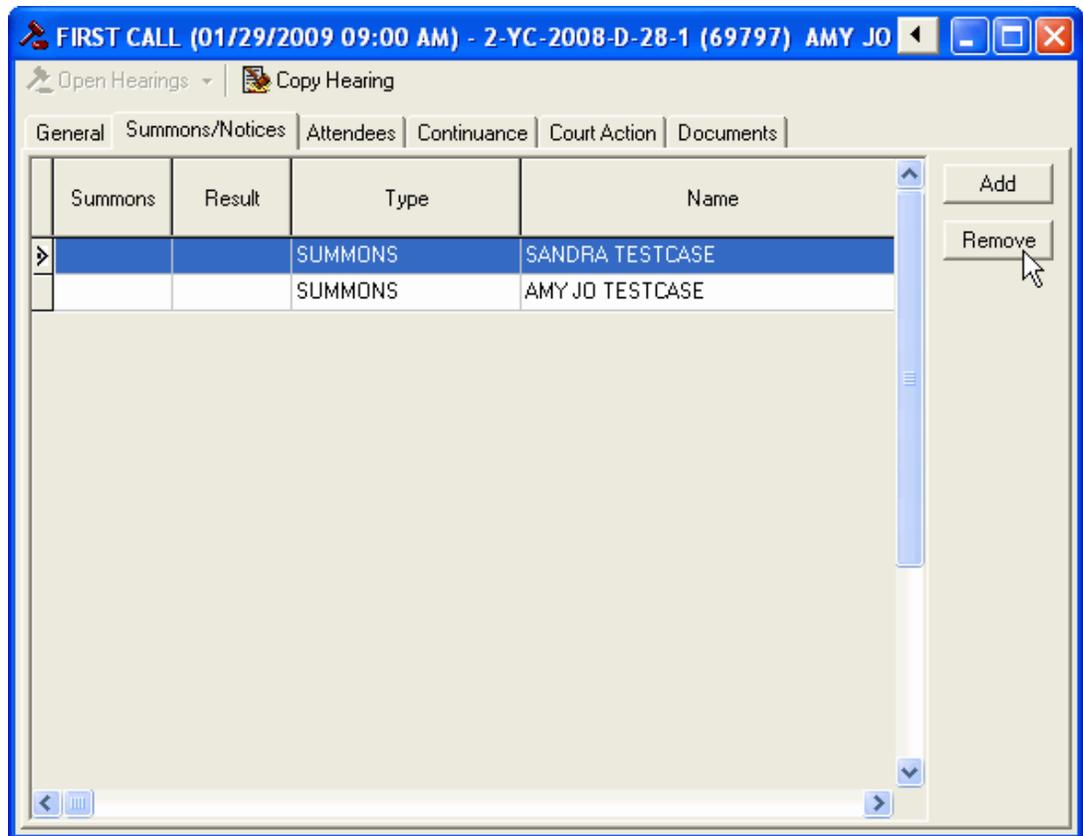
Show Hearing Details

ACTIONS
[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Cancel](#) this hearing and all associated fees to the General Fund.

- ▶ *Step 5 - Click on the Summons/Notice tab.*



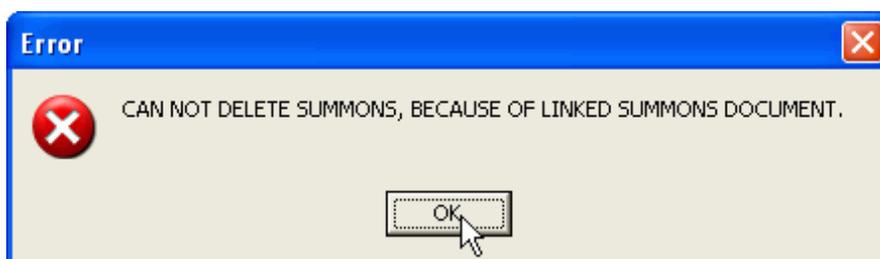
- ▶ *Step 6 - Choose person to remove and click the remove button.*



Note

!

When trying to remove a person from the Summons/Notice list and a generated summons exist for this person, the following error window will appear:



In order to remove the person from the summons list, the summons document that is linked to that person would have to be removed from documents node.

- See Section 7.9 - Showing Summons Documents

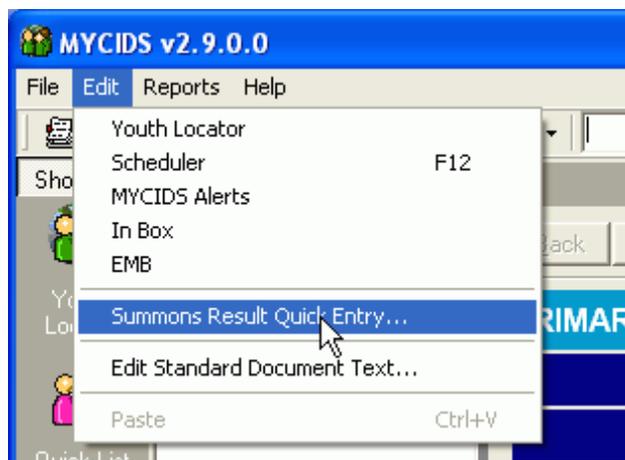
- See Section 7.4 - Removing Documents

12.4 - Entering Summons Results

Type your drop-down text here.

12.4 - Entering Summons Results

- ▶ *Step 1 - Click the Edit menu from the menu bar at the top of the MYCIDS application and choose Summons Result Quick Entry.*



- ▶ *Step 2 - Enter the Ref# in the Summons Quick Entry window.*

Enter the serial number that is at the top of the printed summons documents into the Ref# field.

SERIAL: 116807

**THE STATE OF MISSISSIPPI
COUNTY OF ALCORN**

IN THE YOUTH COURT OF ALCORN COUNTY, MISSISSIPPI

IN THE INTEREST OF:

AMY JO TESTCASE, A MINOR

2-YC-2008-D-28-1(69797)

SUMMONS

TO THE SHERIFF OF MADISON County, Lawful Officer of the State of Mississippi
or person designate to serve the process of this court,

GREETINGS:

You are hereby commanded to summons to the Youth Court of ALCORN County:

**SANDRA TEST CASE
123 MAIN STREET
CANTON, MISSISSIPPI 39046**

if to be found in your county to appear personally before the Youth Court of Alcorn County Youth Court, Mississippi on January 29, 2009 at 09:00 AM and further do and suffer such things as shall be considered and ordered by the Court, in the premises and have then and there this writ, with endorsement thereon of the manner in which you shall serve the same.

TO: SANDRA TEST CASE

You are hereby commanded to appear personally before the Youth Court of ALCORN County, Mississippi at the Courthouse located at PO Box 69, Corinth, MS 38834 on January 29, 2009 at 09:00 AM, for a/an FIRST CALL hearing and then and there to show cause, if any can be shown, why the above referenced minor/s should not be adjudged pursuant to the allegations set forth in the petition, if any, and/or why appropriate action should not be taken with regard to the best interest of said minor/s. You have a right to be represented by an attorney if you so desire. You are requested to immediately notify the youth court of the name and address of your attorney if you so employ one. If indigent, the above named minor/s has a right to have an attorney appointed free of charge, and should immediately apply to the youth court for such appointed counsel. You have a right to subpoena witnesses in your behalf.

GIVEN under hand and seal of court, at ALCORN County, Mississippi, on January 29, 2009.

Summons Quick Entry

Ref # 116807

Result

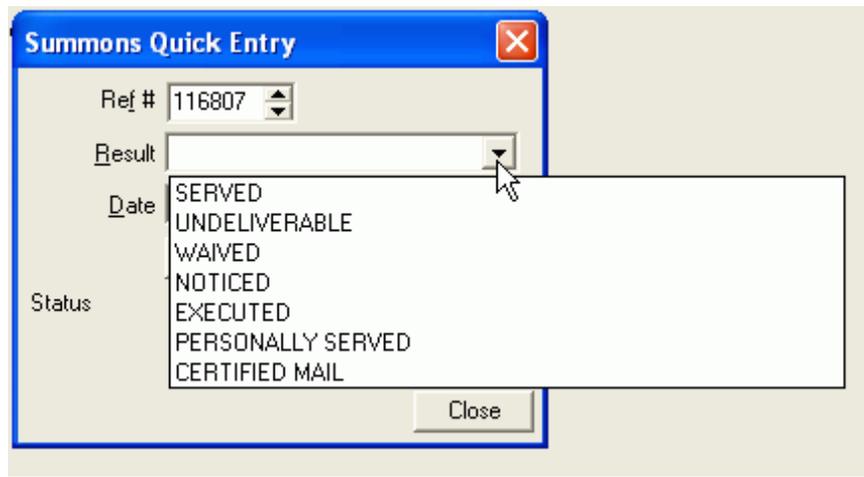
Date

Save and New

Status

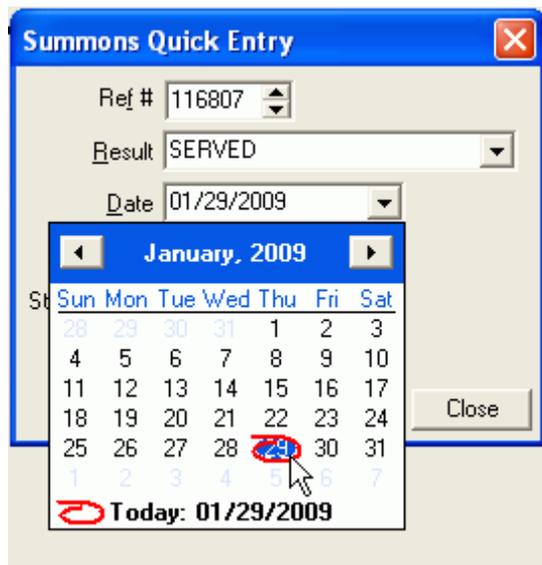
Close

- ▶ *Step 3 - Choose the result from the drop down menu.*



The screenshot shows the "Summons Quick Entry" dialog box. The "Ref #" field contains "116807". The "Result" dropdown menu is open, displaying a list of options: SERVED, UNDELIVERABLE, WAIVED, NOTICED, EXECUTED, PERSONALLY SERVED, and CERTIFIED MAIL. A mouse cursor is pointing at the "SERVED" option. The "Date" field is empty, and the "Status" field is also empty. A "Close" button is visible at the bottom right of the dialog box.

- ▶ *Step 4 - Choose the date from the calendar drop down menu.*

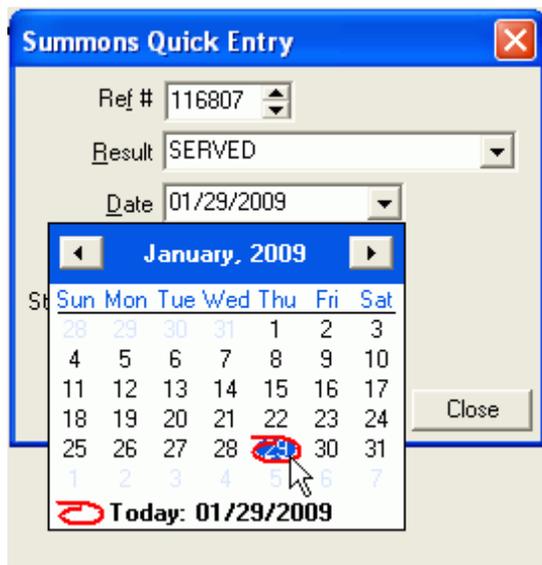
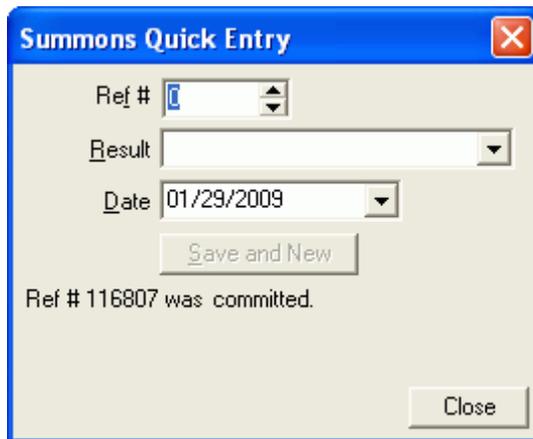
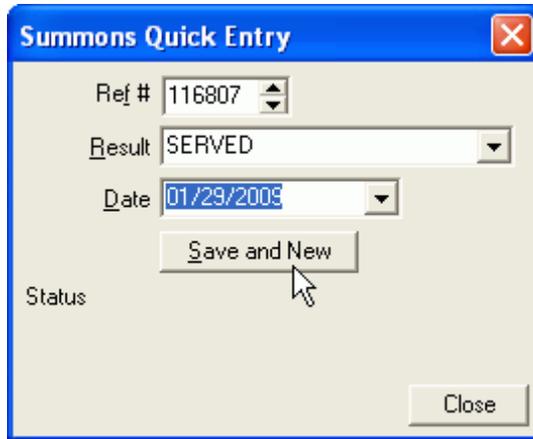


The screenshot shows the "Summons Quick Entry" dialog box. The "Ref #" field contains "116807". The "Result" dropdown menu is set to "SERVED". The "Date" dropdown menu is open, displaying a calendar for January 2009. The date "01/29/2009" is selected and highlighted with a red circle. A mouse cursor is pointing at the "29" in the calendar. The "Close" button is visible at the bottom right of the dialog box.

January, 2009						
Su	Mo	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: 01/29/2009

- ▶ *Step 5 - Click the Save and New button.*



- ▶ Step 6 - Repeat steps 1 - 5 for the next summons document.

Continuance

13.0 - Continuance

This section shows step by step how to create, delete, and edit a continuance.

- ▶ [13.1 - Create a Continuance](#)
- ▶ [13.2 - Delete a Continuance](#)
- ▶ [13.3 - Edit the Continuance](#)

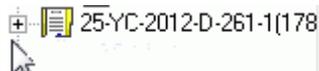
13.1 - Create a Continuance

Type your drop-down text here.

13.1 - Create a Continuance

► *Step 1 - Expand the case.*

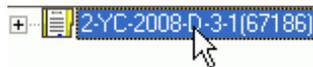
Click on the  next to the case number in the Case Navigation Panel.



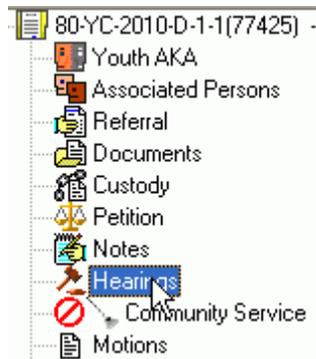
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on the Hearings node.*



- ▶ *Step 3 - Select the Hearing to create a continuance for.*

Date	Description	Presiding
07/09/2010	ADJUDICATION	TESTER A JUDGE

- ▶ *Step 4 - From the list of actions, click on Edit this hearing.*

Date	Description	Presiding
07/09/2010	ADJUDICATION	TESTER A JUDGE

Show Hearing Details

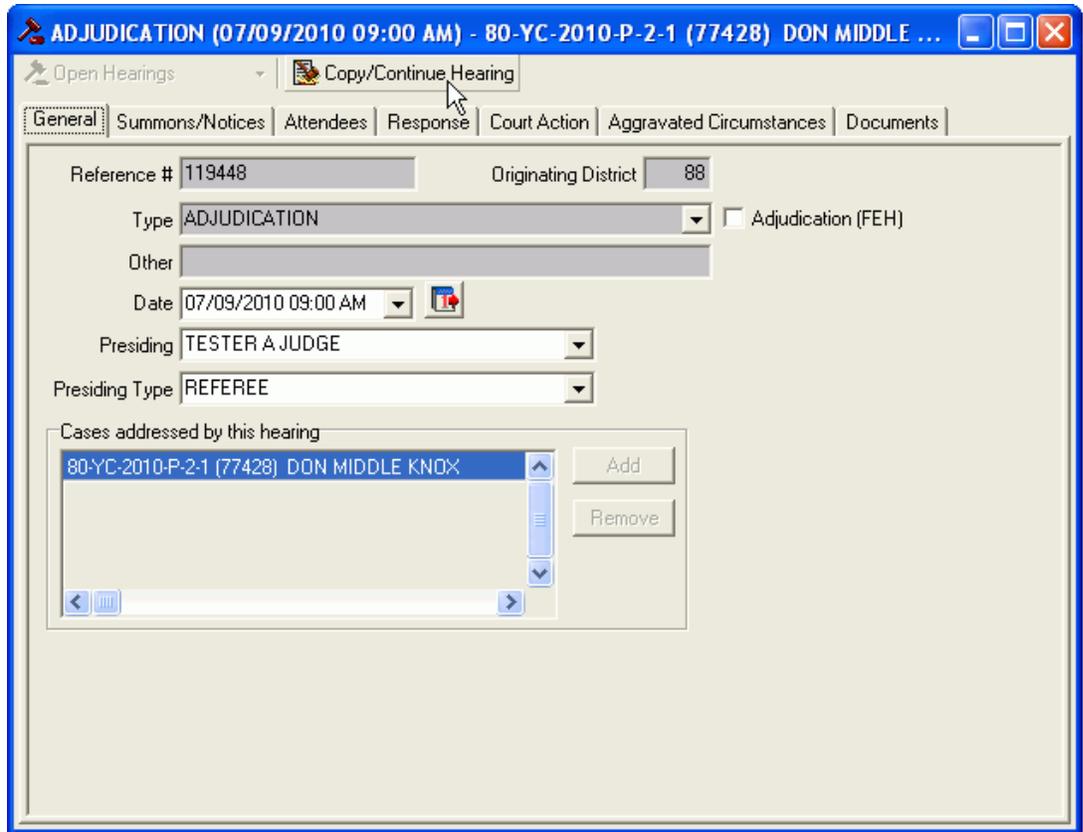
ACTIONS

[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Record](#) this hearing and all associated items to the General Docket.



You can also double-click on the hearing to open the hearing editor.

- ▶ *Step 5 - Click on Copy/Continue Hearing.*



► *Step 6 - Check the box to continue the hearing.*

Check the box beside "Continue the _____ Hearing". The type of hearing to be continued depends on the hearing that is being edited. In this example, we are creating a continuance for the Adjudication hearing.

Copy or Continue Hearing

This option allows you to copy or continue the current hearing. The new hearing will contain the hearing type that you specify below (if you are copying the hearing). Optionally, you can copy attendees from this hearing to the new hearing, and you can notice attendees to be at the new hearing.

If you are continuing the current hearing, make sure to set the date of the newly created hearing to the desired date and time.

New Hearing Type
ADJUDICATION

Copy Attendees

Automatically Issue Notices

Relate this Hearing for the purpose of generating orders

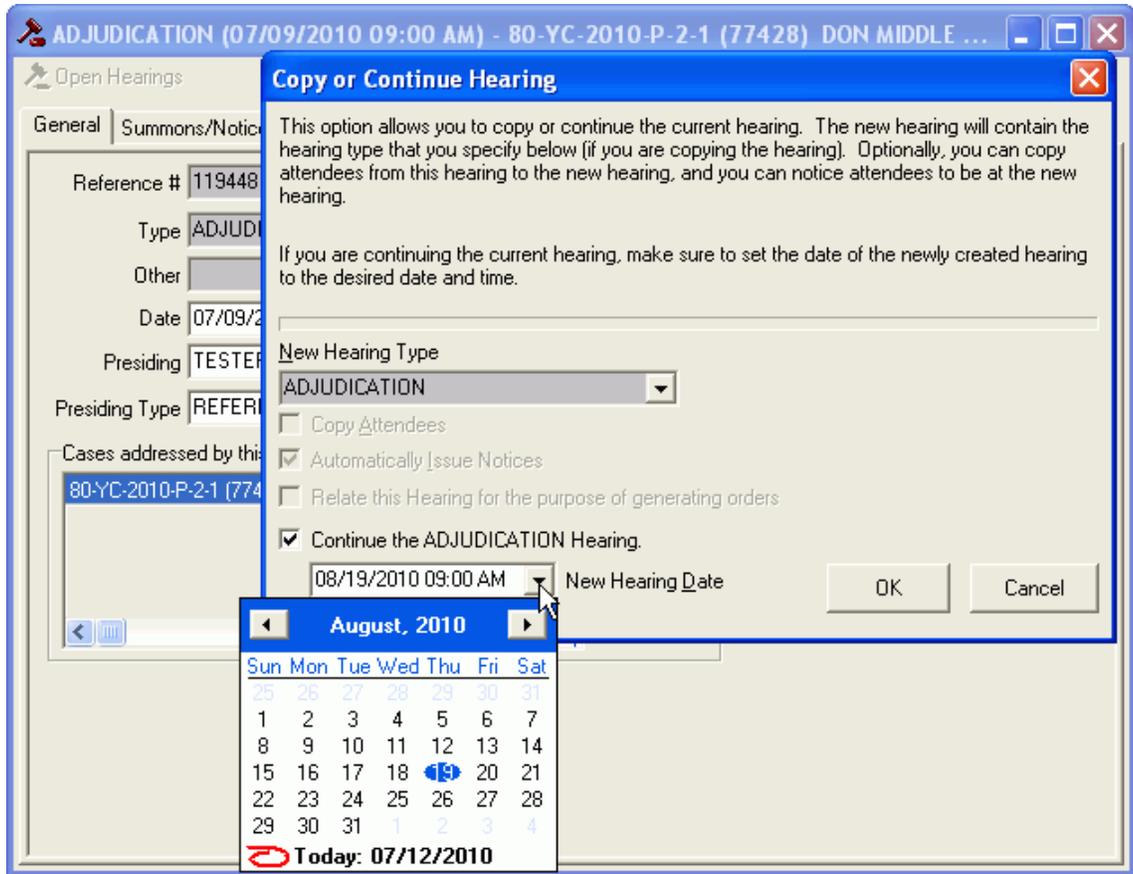
Continue the ADJUDICATION Hearing.

07/09/2010 09:00 AM New Hearing Date

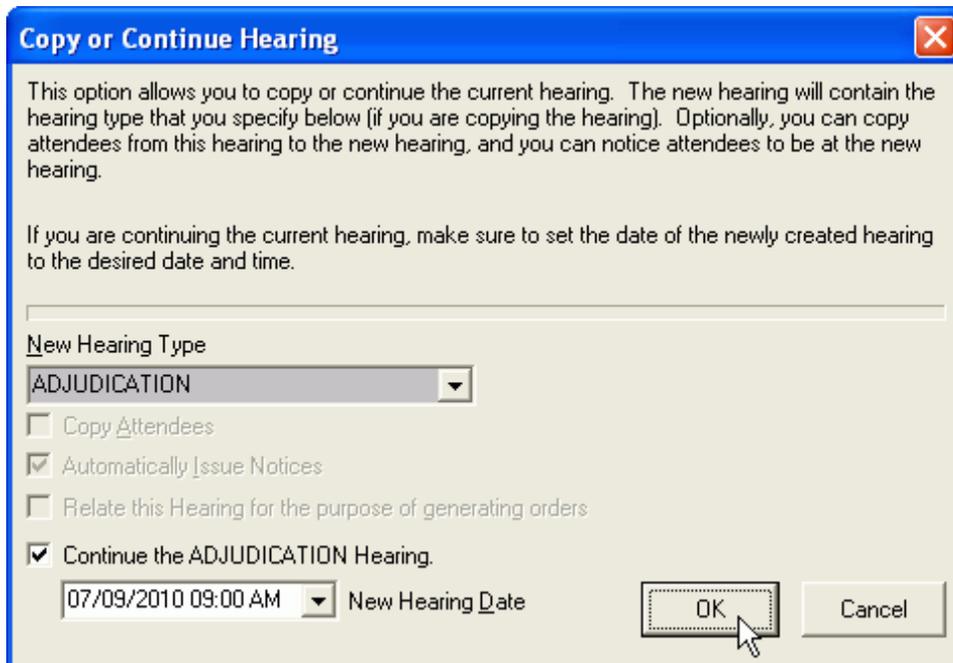
OK Cancel

► *Step 7 - Choose the New Hearing Date.*

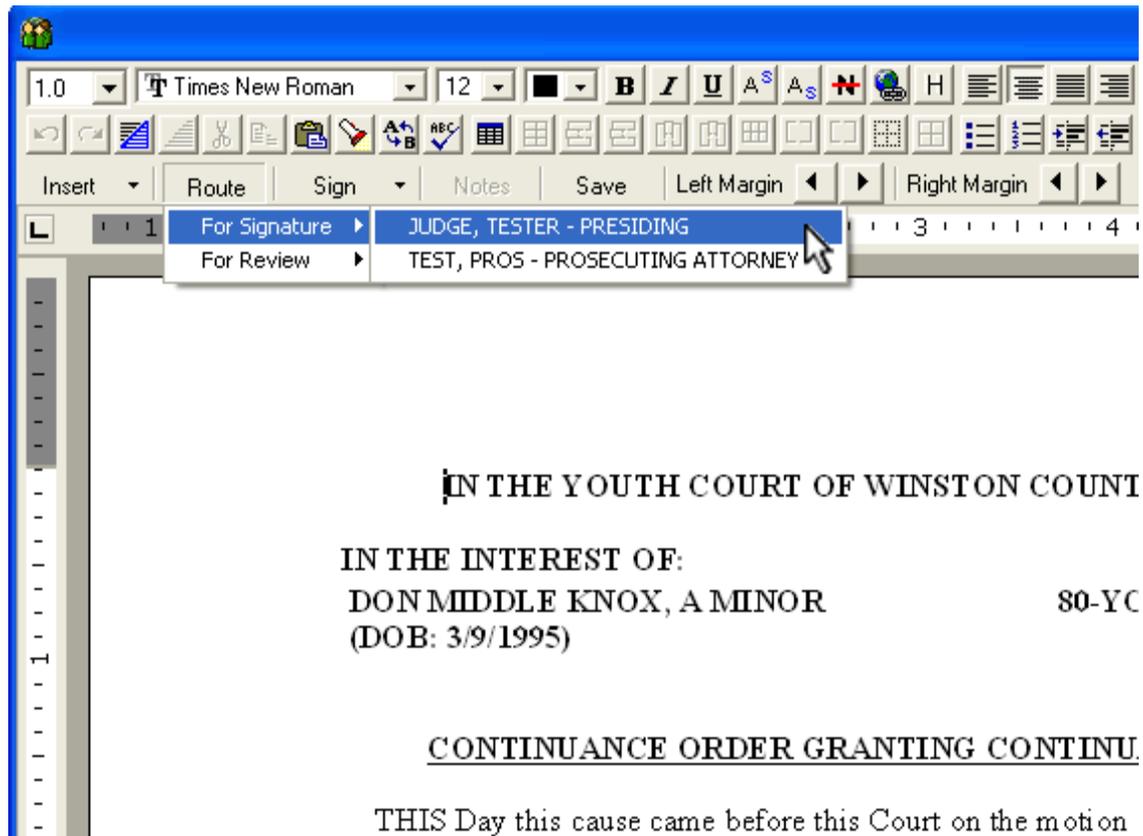
Choose the New Hearing Date from the calendar drop down menu.



► *Step 8 - Click OK to generate the Continuance Order.*



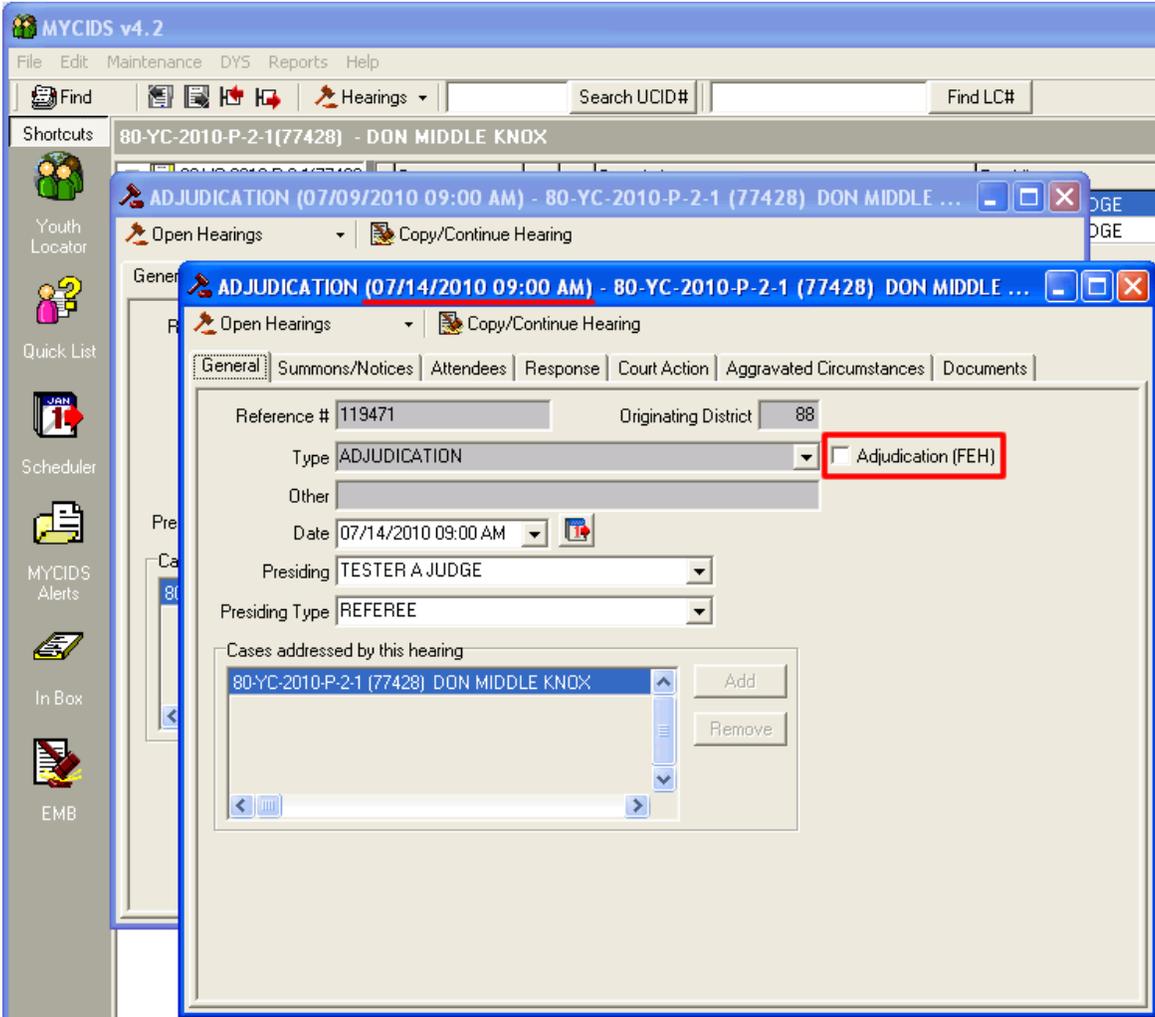
- ▶ *Step 9 - Route the Continuance Order to the Judge for signature.*



- ▶ *Step 10 - The Continued Hearing may now be edited.*

Both hearings are now open for editing. The hearing on top is the new continued hearing, while the hearing behind is the old hearing that has been continued. The hearing date (underlined here in red) is the best way to distinguish between continued hearings.

You may now enter summons or subpoena information for the new hearing. If this is a Full Evidentiary Hearing, check the box labeled "Adjudication (FEH)" (outlined here in red).



13.2 - Delete a Continuance

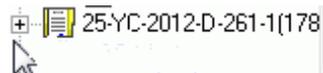
Type your drop-down text here.

13.2 - Delete a Continuance

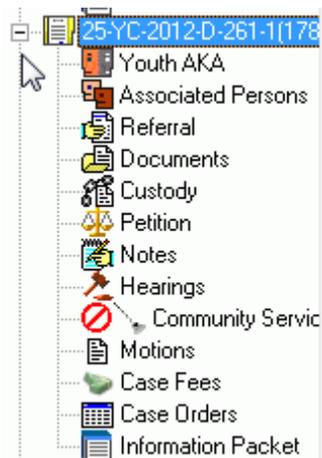
► *Delete a Continuance Order*

Step 1 - Expand the case.

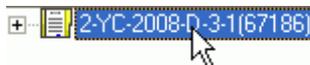
Click on the  next to the case number in the Case Navigation Panel.



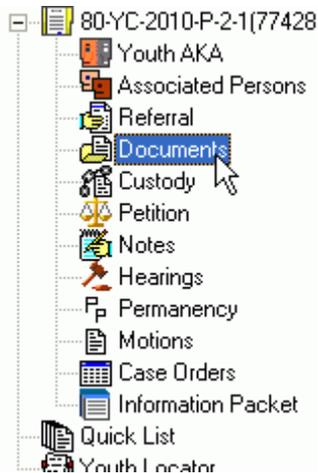
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



Step 2 - Click on the Documents node.



Step 6 - Select the Continuance Grant Order to be deleted

	Date	Description	Hearing Desc	Hearing Date
	07/07/2010 13:42	INTAKE ORDER	N/A	
	07/07/2010 14:17	CUSTODY CHANGE ORDER	N/A	
	07/07/2010 14:24	PETITION DOCUMENT	N/A	
▶	07/13/2010 11:40	CONTINUANCE GRANT ORDER	ADJUDICATION	07/09/2010 09:00 AM

Step 7 - From the list of actions, click on "Remove the selected document".

Note!

Documents that have been electronically signed cannot be deleted.

	Date	Description
	07/07/2010 13:42	INTAKE ORDER
	07/07/2010 14:17	CUSTODY CHANGE ORDER
	07/07/2010 14:24	PETITION DOCUMENT
▶	07/13/2010 11:40	CONTINUANCE GRANT ORDER

Show Summons Documents
 The selected document has been routed to another user for Review/Signing.

ACTIONS

[Attach](#) a new document.
[Attach](#) from scanner.
[Replace](#) the selected document.
[Replace](#) from scanner.
[Remove](#) the selected document.
[Remove](#) this document on the General Docket where absent.
[Download](#) and view the selected document.
[Edit Notes](#) for the selected document.

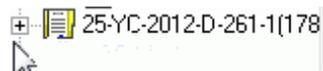
Click Yes to permanently remove the document entry.



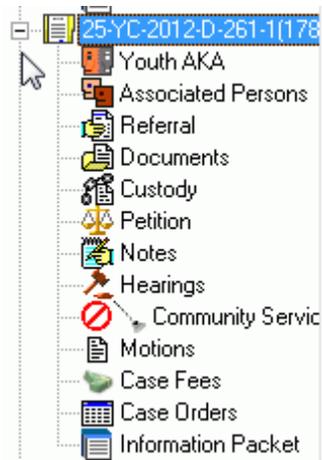
▶ *Delete a Continuance Hearing*

Step 1 - Expand the case.

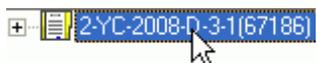
Click on the ⊕ next to the case number in the Case Navigation Panel.



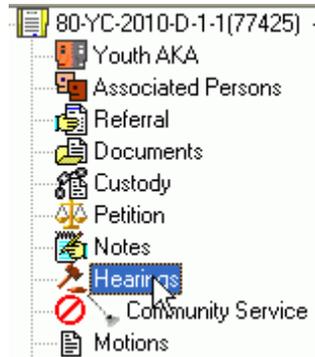
The expanded case will look like the image below.



 The case can also be collapsed / expanded by double-clicking the case.



Step 2 - Click on the Hearings node.



Step 3 - Select the Hearing to delete a continuance for.

Date	Description	Presiding
07/15/2010	← ADJUDICATION	TESTER A JUDGE
07/09/2010	→ ADJUDICATION	TESTER A JUDGE

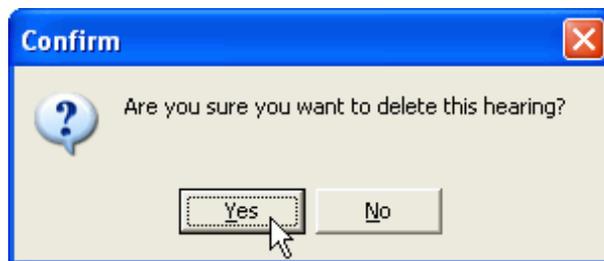
Step 4 - From list of actions, click on Delete this hearing.

Date	Description	Presiding
07/15/2010	← ADJUDICATION	TESTER A JU
07/09/2010	→ ADJUDICATION	TESTER A JU

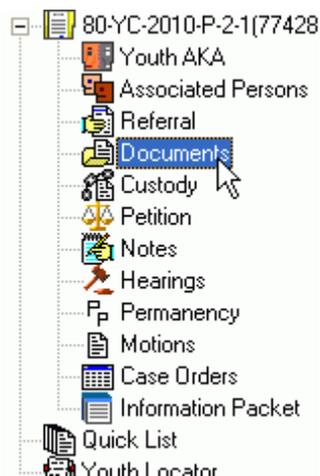
Show Hearing Details

ACTIONS
[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Revoke](#) this hearing and all associated items to the General Docket.

Click Yes to confirm the deletion of the hearing.



Step 5 - In the navigation panel, click on the Documents node.



Step 6 - Select the Continuance Grant Order to be deleted

	Date	Description	Hearing Desc	Hearing Date
	07/07/2010 13:42	INTAKE ORDER	N/A	
	07/07/2010 14:17	CUSTODY CHANGE ORDER	N/A	
	07/07/2010 14:24	PETITION DOCUMENT	N/A	
▶	07/13/2010 11:40	CONTINUANCE GRANT ORDER	ADJUDICATION	07/09/2010 09:00 AM

Step 7 - From the list of actions, click on "Remove the selected document".

Note!

Documents that have been electronically signed cannot be deleted.

	Date	Description
	07/07/2010 13:42	INTAKE ORDER
	07/07/2010 14:17	CUSTODY CHANGE ORDER
	07/07/2010 14:24	PETITION DOCUMENT
▶	07/13/2010 11:40	CONTINUANCE GRANT ORDER

Show Summons Documents
 The selected document has been routed to another user for Review/Signing.

ACTIONS

[Attach](#) a new document.
[Attach](#) from scanner.
[Replace](#) the selected document.
[Replace](#) from scanner.
[Remove](#) the selected document.
[Recall](#) this document on the General Docket where absent.
[Download](#) and view the selected document.
[Edit Notes](#) for the selected document.

Click Yes to permanently remove the document entry.



13.3 - Edit the Continuance

13.3 - Edit the Continuance

Note !

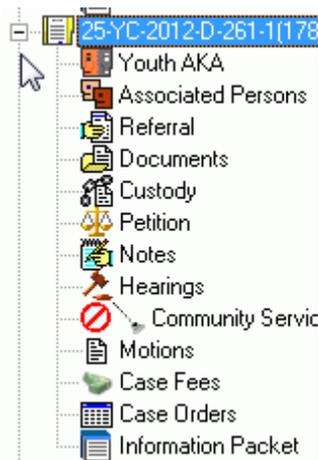
Documents that have been electronically signed cannot be changed.

► *Step 1 - Expand the case.*

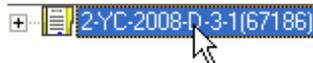
Click on the  next to the case number in the Case Navigation Panel.



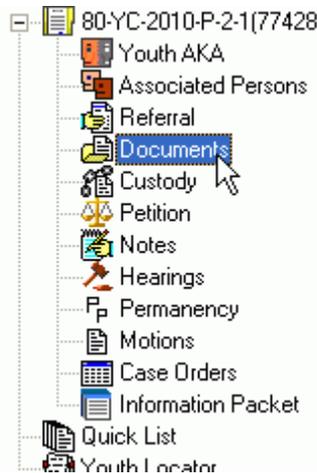
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on the Documents node.*



▶ *Step 3 - Select the Continuance Grant Order.*

	Date	Description	Hearing Desc	Hearing Date
	07/07/2010 13:42	INTAKE ORDER	N/A	
	07/07/2010 14:17	CUSTODY CHANGE ORDER	N/A	
	07/07/2010 14:24	PETITION DOCUMENT	N/A	
▶	07/13/2010 11:40	CONTINUANCE GRANT ORDER	ADJUDICATION	07/09/2010 09:00 AM

▶ *Step 4 - From the list of actions, click on Download and view the selected document.*

	Date	Description
	07/07/2010 13:42	INTAKE ORDER
	07/07/2010 14:17	CUSTODY CHANGE ORDER
	07/07/2010 14:24	PETITION DOCUMENT
▶	07/13/2010 15:21	CONTINUANCE GRANT ORDER

Show Summons Documents
 The selected document has been routed to another user for Review/Signing.

ACTIONS

[Attach](#) a new document.
[Attach](#) from scanner.
[Replace](#) the selected document.
[Replace](#) from scanner.
[Remove](#) the selected document.
[Record](#) this document on the General Docket where absent.
[Download](#) and view the selected document.
[Edit Times](#) for the selected document.

You may now edit the document.

14.0 - Permanency

Permanency findings are only required in those cases where a child is removed from a Primary Physical Custodian, PPC, and are no longer necessary once a child's custody is returned to the PPC. Permanency findings may be made during Shelter Hearings, Disposition Hearings, Review Hearings and Permanency Hearings. Permanency requirements are tied to custody changes from the PPC.

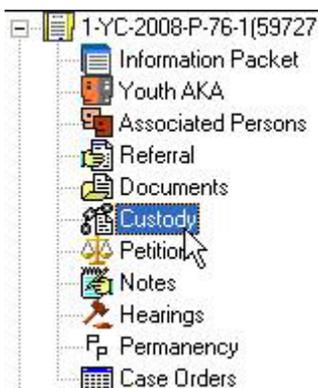
This module of the MYCIDS case management system provides the youth courts with an automated permanency process. Youth Courts must use MYCIDS in order to obtain the benefits of the automated permanency process.

Removal of Custody from the Primary Physical Custodian, PPC

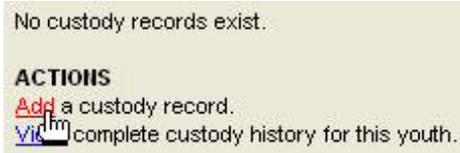
The law allows Mississippi Department of Human Services social workers and law enforcement officers to take a child into protective custody, from a PPC, if they believe that such child has been or is being abused or neglected. Once a child is taken into custody, an order outside a hearing must be obtained to authorize the continued custody of the child.

Add a Custody Record.

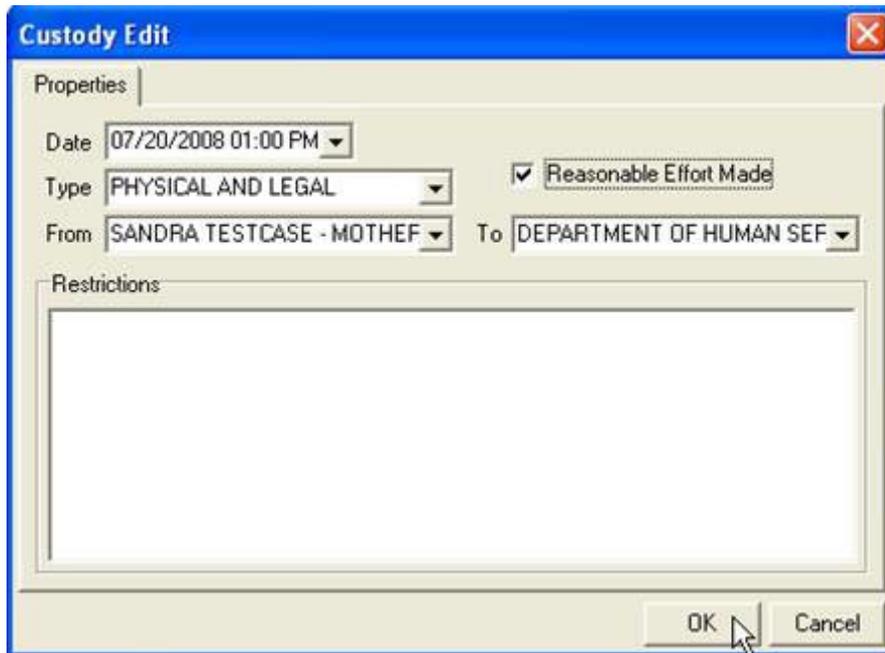
1. Click on the "Custody" node for the case.



2. Click on the [Add](#) link to add a custody record.



After clicking the Add a custody record link, the custody edit window below will appear.



3. Select the custody change "Date", "Type" of custody change, the person/entity custody is passing "From", and the person/entity the custody is passing "To" from the drop-down menus.

The Court must make reasonable efforts to prevent removal before the expiration of 30 days from the initial removal of child from PPC. If reasonable efforts have not been completed, this can be done at a subsequent Shelter, Review, Disposition, or Permanency Hearing.

If reasonable efforts were made and the "Reasonable Efforts Made" check box was selected, the Permanency Plan Editor opens when you click on "OK" in the Custody Edit screen.

Permanency Plan Editor

When, the Permanency Plan Editor window appears, enter the requested information in the "est. (estimated) Achievement Date" field and "Plan Name" field. Then, click save and proceed.

The screenshot shows the "Permanency Plan Editor" window with the "Properties" tab selected. The fields are as follows:

- Start Date: 07/20/2008
- Adoption Date: (empty)
- est. Achievement Date: 07/20/2009
- End Date: (empty)
- Plan Type: PERMANENCY
- Plan Name: REUNIFICATION WITH A PARENT OR PRIMARY CARETA

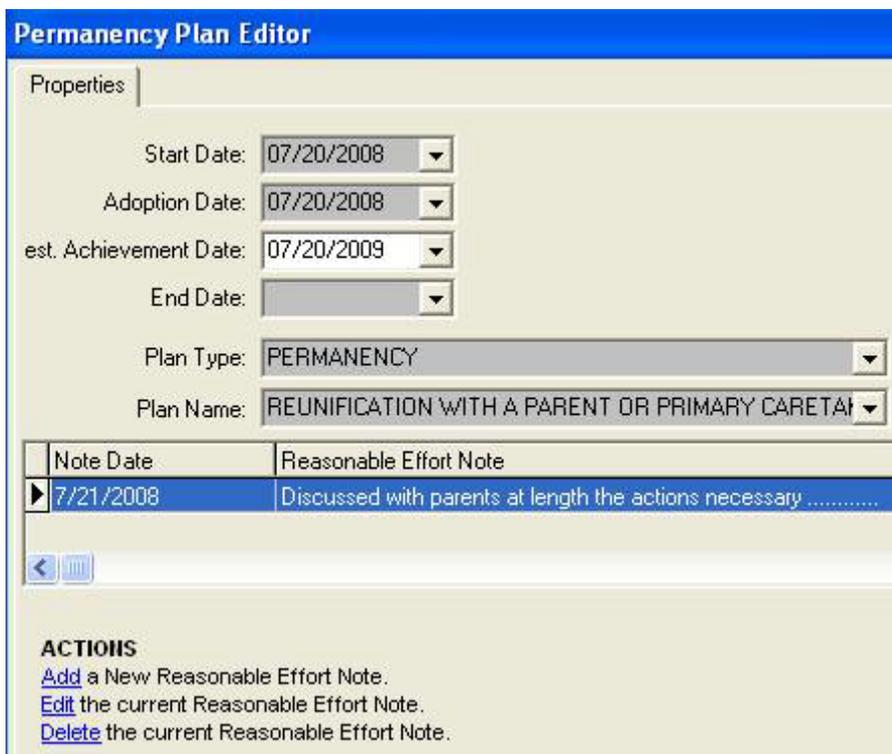
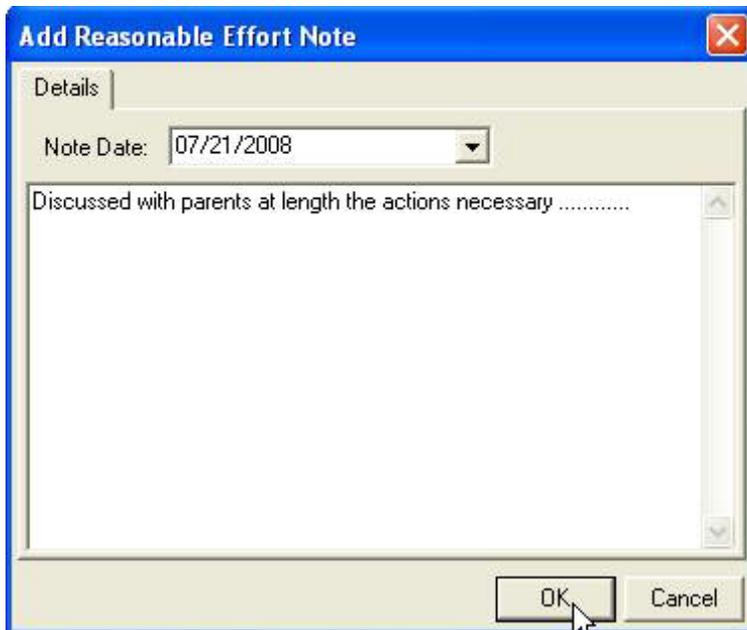
A "Save and Proceed" button is visible below the fields. At the bottom of the window, a message reads: "You must first save this Plan, by clicking the 'Save and Proceed' button, before you can close the Plan Editor."

To enter specific information about the plan in a narrative format, select "[Add](#) a New Reasonable Effort Note" from the **ACTIONS** list.

This screenshot shows the same "Permanency Plan Editor" window, but with the "ACTIONS" list visible at the bottom. The fields are the same as in the previous screenshot. The "ACTIONS" list contains the following item:

- [Add](#) a New Reasonable Effort Note.

At the top of the ACTIONS list, a message reads: "No Reasonable Effort Notes have been added to this plan."



When you complete the Permanency plan, close the editor by clicking on the  in the upper right of the screen. This will open another Permanency Plan Editor window for the Concurrent plan. Complete the screen with the necessary information and close it just like the first screen.

NOTE: The grayed out boxes on the Permanency Plan Editor cannot be changed.

Generate Custody Change Order

In the custody node for the case, click on [Generate](#) custody change order.

Date	Type	From	To
7/20/2008	PHYSICAL A	SANDRA TESTCASE - MOTHER - BIOLOGI	DEPARTMENT OF HUMAN SERV

This custody change did not occur at a hearing.

Date	7/20/2008
Type	PHYSICAL AND LEGAL
From	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC
To	DEPARTMENT OF HUMAN SERVICES DHS - DHS
Hearing	-
Restrictions	
Reasonable Effort Made	Y

ACTIONS

PPC - Permanent Physical Custodian

[Record](#) this custody change on the General Docket.

[Add](#) a custody change record.

[Delete](#) this custody record.

[Edit](#) this custody record.

[Generate](#) custody change order.

[View](#) complete custody history for this youth.

[View](#) Permanency Plans attached to the Custody record.

Shelter Hearing

A Shelter Hearing must be conducted within 48 hours, excluding statutory holidays and weekends, from the date of the custody removal from the PPC. The purpose of the shelter hearing is to determine if continued custody is in the best interest of the child.

1. Click Add a new hearing to the case

No hearings exist for this case. [Add](#) a new hearing to this case.

The screenshot shows a software window titled "New Hearing for 1-YC-2008-P-76-1(59727) - JOHN S TESTCASE". The window has a blue title bar with standard Windows window controls (minimize, maximize, close). Below the title bar, there are two buttons: "Open Hearings" and "Copy Hearing". The main content area is titled "General" and contains a form with the following fields:

- Reference #: 98139
- Originating District: 1
- Type: (dropdown menu)
- Other: (text input field)
- Date: 07/22/2008 09:00 AM (with a calendar icon)
- Presiding: (dropdown menu)
- Presiding Type: (dropdown menu)

At the bottom of the form is a button labeled "Save and Proceed".

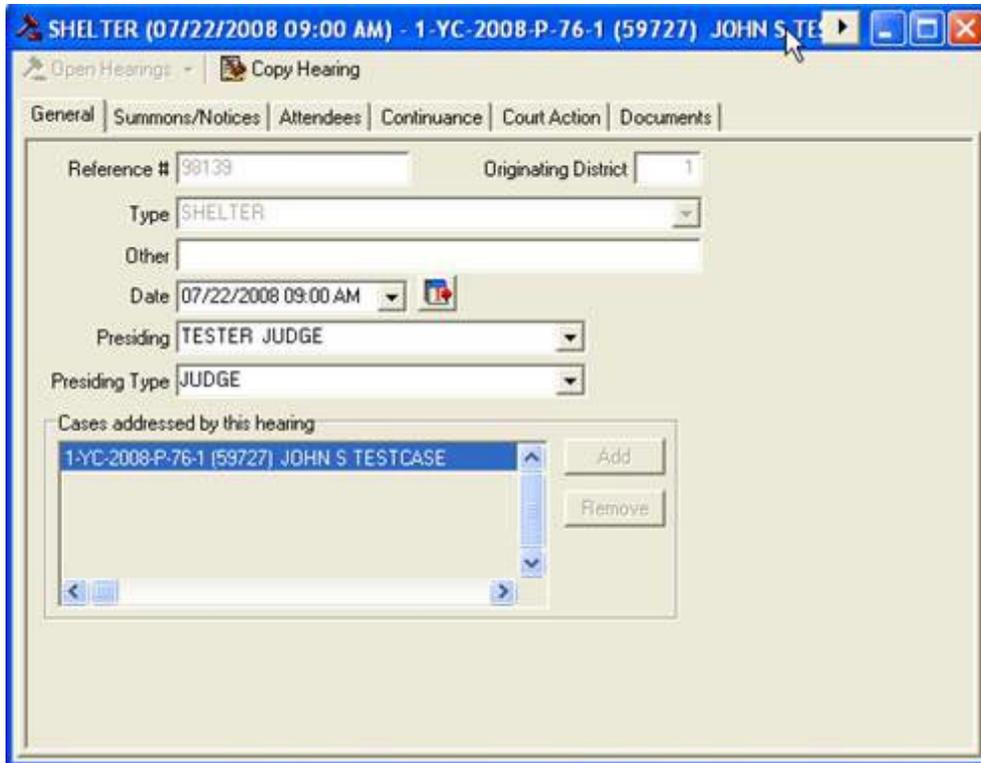
2. Choose Shelter Hearing from the "Type", the date of the Shelter Hearing, the presiding Judge, and the presiding type from the drop down menus.

The screenshot shows a software window titled "New Hearing for 1-YC-2008-P-76-1(59727) - JOHN S TESTCASE". The window has a blue title bar and standard Windows window controls (minimize, maximize, close). Below the title bar, there are two menu items: "Open Hearings" and "Copy Hearing". The main content area is titled "General" and contains several form fields:

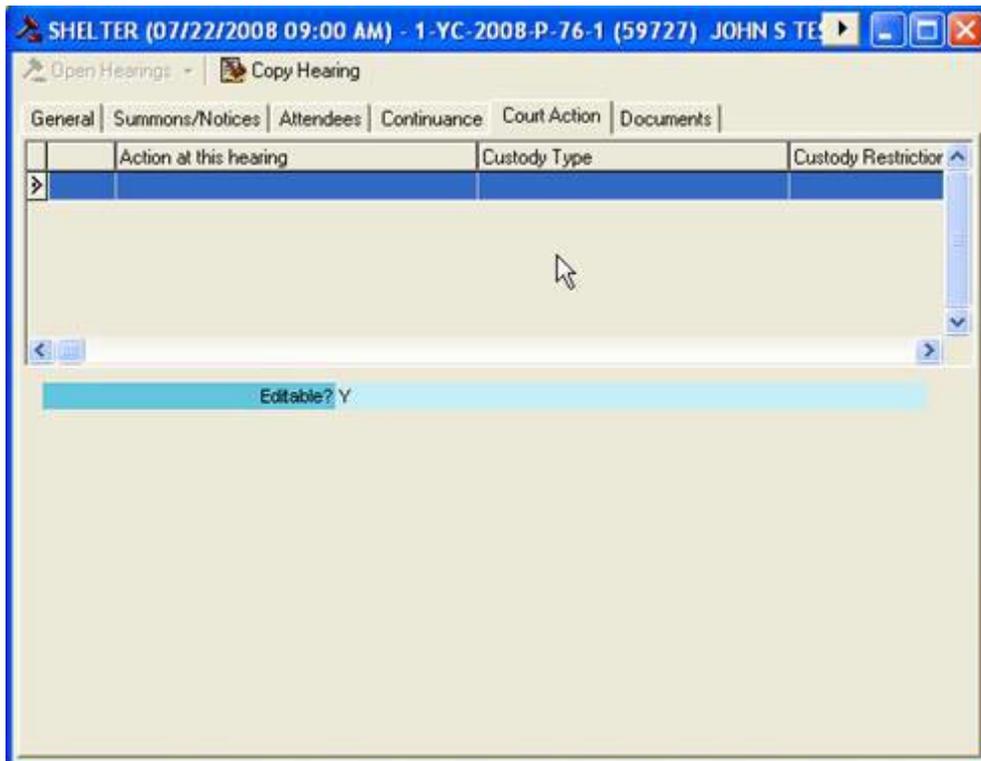
- Reference #: 38133
- Originating District: 1
- Type: SHELTER (dropdown menu)
- Other: (empty text field)
- Date: 07/22/2008 09:00 AM (dropdown menu with a calendar icon)
- Presiding: TESTER JUDGE (dropdown menu)
- Presiding Type: JUDGE (dropdown menu)

At the bottom of the form area, there is a button labeled "Save and Proceed" with a mouse cursor hovering over it.

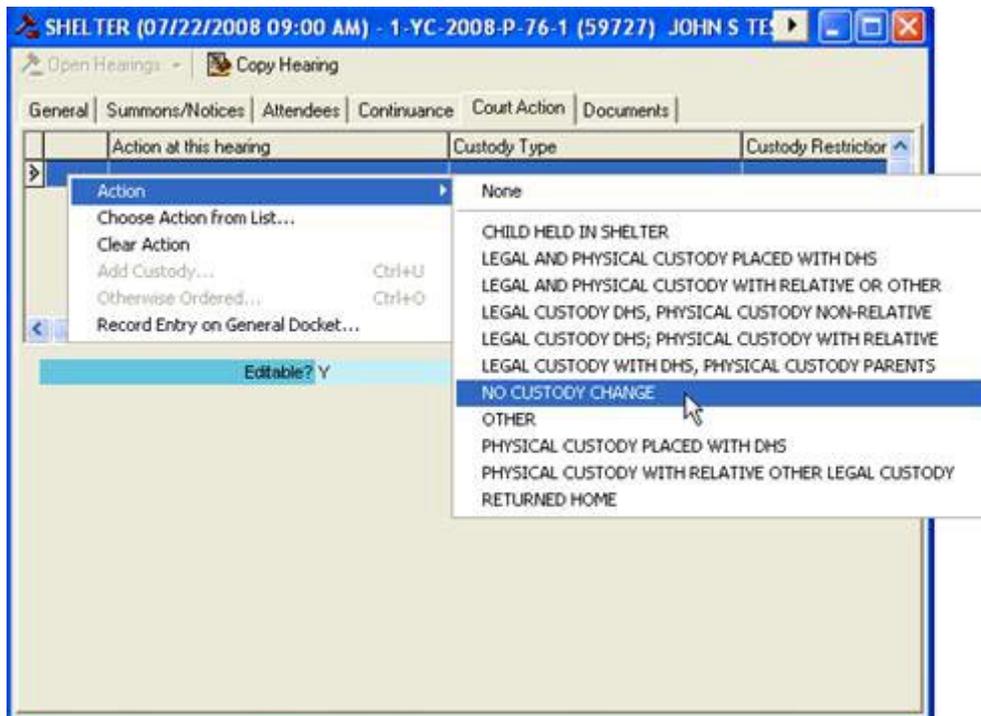
3. Then, click on save and proceed. This will add the shelter hearing for the requested date.



4. Then, to address what happened at the Shelter hearing, click the court action tab.



5. Right click below the "Action at this hearing" column, which will bring up a submenu allowing you to choose a court action.



6. Choose the desired court action from this submenu.

Generate Shelter Hearing Order

In the Hearings node for the case, click on the shelter hearing in the grid. Then, click on [Generate](#) order.

Date	Description	Presiding
07/22/2008	SHELTER	TESTER JUDGE

Show Hearing Details

ACTIONS
[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Record](#) this hearing and all associated items to the General Docket.
[Generate](#) Order.

Managing Service Plans

Attach a new Service Plan

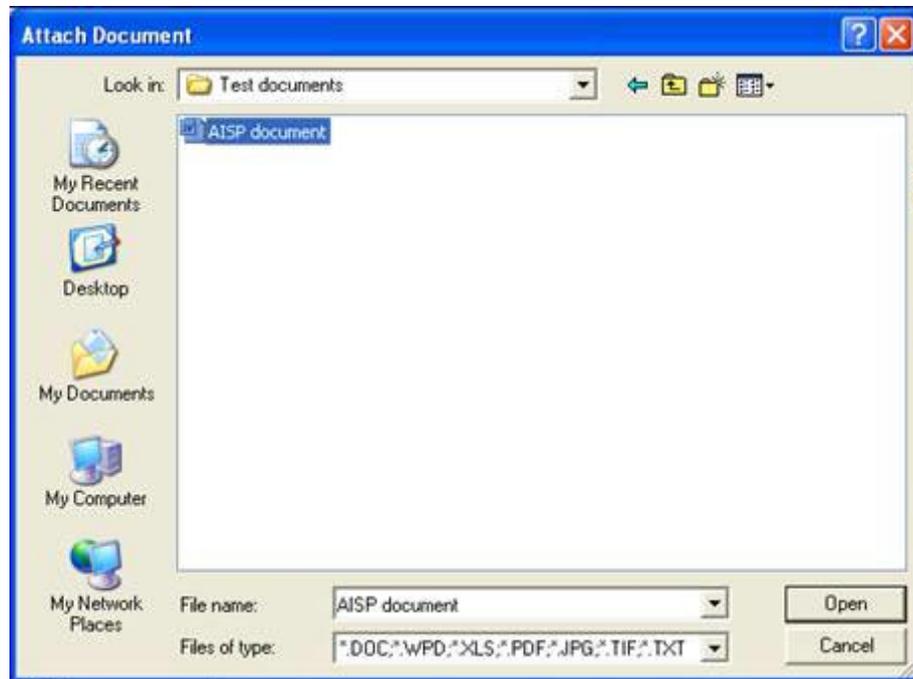
Service Plans and Reports

No Service Plans have been added to this case.

ACTIONS
[Attach](#) a new Service Plan.
[Scan](#) in a new Service Plan.

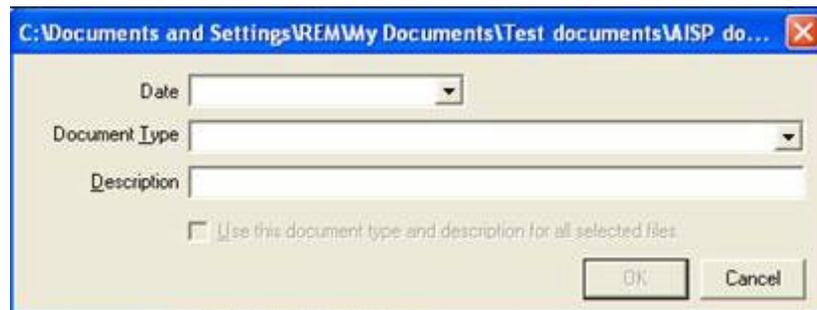
[Attach](#) a new Service Plan allows the user to insert a plan from an electronic document to the Permanency Plan.

Click on [Attach](#) a new Service Plan. A screen similar to the one below will appear.



Search for the location of the document you are attaching (i.e.: local hard drive, CD-ROM drive, etc.), and select the document and click on the **Open** button. To exit without attaching the document, click on the **Cancel** button.

Once you have selected the document and clicked the **Open** button, the screen below appears. Enter the date, document type and description and click **OK**.



Scan in a new Service Plan

If you have a paper copy of the service plan that needs to be scanned in, select [Scan](#) in a new Service Plan.

This process is the same as scanning a document. See section Scanning a Document under Creating and Modifying a Case.

Attached and scanned documents will be referenced on the Edit Panel similar to the example below.

Service Plans and Reports

Document Date	Service Plan Type	Completely Satisfactory	Has Hearing Actions	Satisfaction Text
12/11/2007	AISP			Edit

ACTIONS
[Attach](#) a new Service Plan.
[Scan](#) in a new Service Plan.

Enter Satisfaction Text

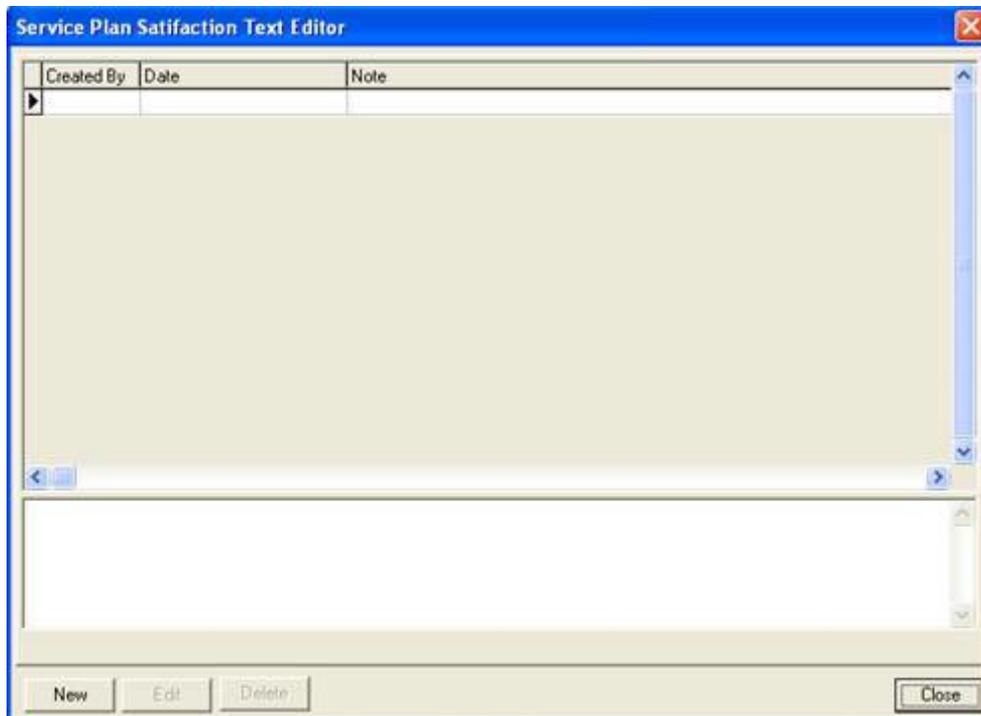
Satisfaction Text is a note area attached to the Service plan. In this area the user can input actions that need to be completed to bring the Service plan into compliance with the Court order.

Service Plans and Reports

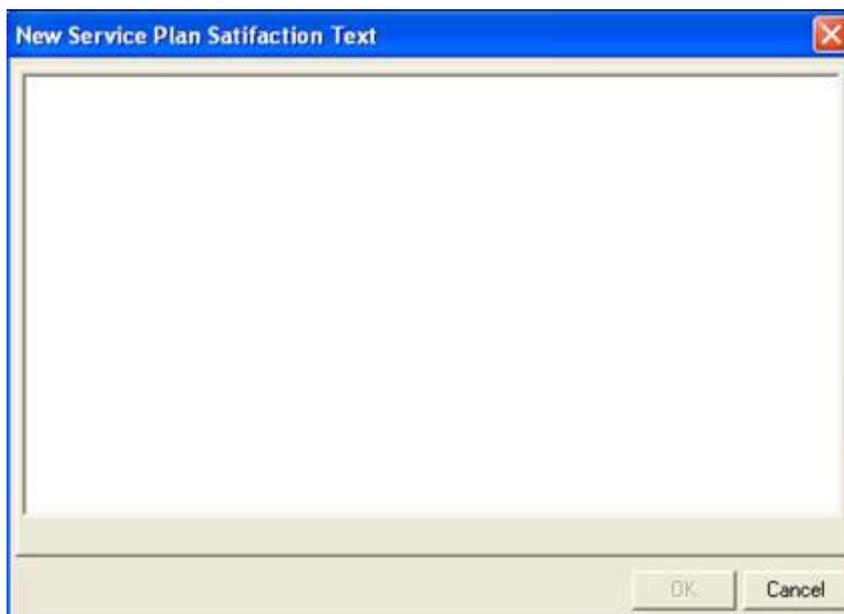
Document Date	Service Plan Type	Completely Satisfactory	Has Hearing Actions	Satisfaction Text
12/11/2007	AISP			Edit

ACTIONS
[Attach](#) a new Service Plan.
[Scan](#) in a new Service Plan.

Click on [Edit](#) under Satisfaction Text on the Edit Panel. The Service Plan Satisfaction Text Editor will appear.



Click on the New button. The New Service Plan Satisfaction Text screen appears.



Enter the action steps necessary to bring the service plan into compliance. Click the OK button to save, or the **Cancel** button to close without saving the text.

Then click the Close button on the Service Plan Satisfaction Text Editor screen.

NOTE: Type in complete sentences as this text will appear in the generated permanency order.

Permanency Hearing

Permanency hearings must be scheduled to 1) determine if an existing permanency and concurrent plans are working or to establish (adopt) the first permanency and concurrent plans, and 2) to review and take action against any service plans or report documents that help to establish the permanency and concurrent plans.

The first Permanency hearing must take place within 12 months of the initial removal of a child from the primary physical custodian (PPC). This hearing can also address the findings for "Reasonable Efforts to Prevent Removal" if not already done.

Permanency hearings will continue to be held within 12 months of the last permanency hearing until the permanency plan is accomplished or the child is returned to PPC.

Add and Conduct Permanency Hearing

Click [Add](#) a new hearing to this case

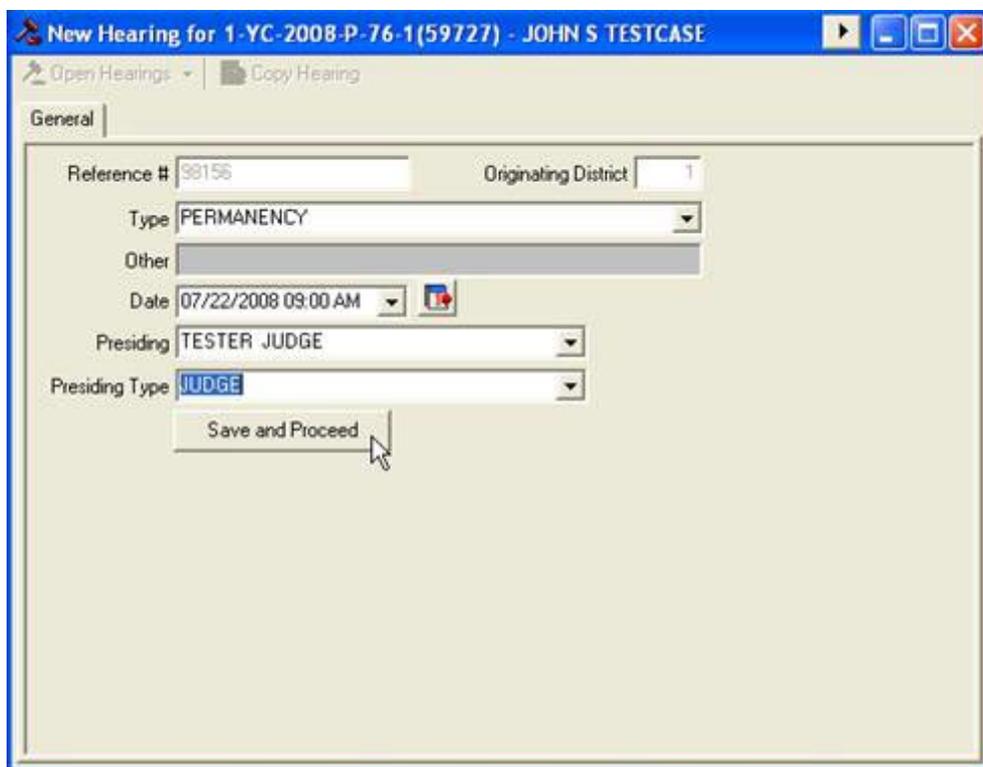
ACTIONS
[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Record](#) this hearing and all associated items to the General Docket.
[Generate](#) Order.

The screenshot shows a software window with a blue title bar containing the text "New Hearing for 1-YC-2008-P-76-1(59727) - JOHN S TESTCASE". Below the title bar is a menu bar with "Open Hearings" and "Copy Hearing". The main area is labeled "General" and contains the following fields:

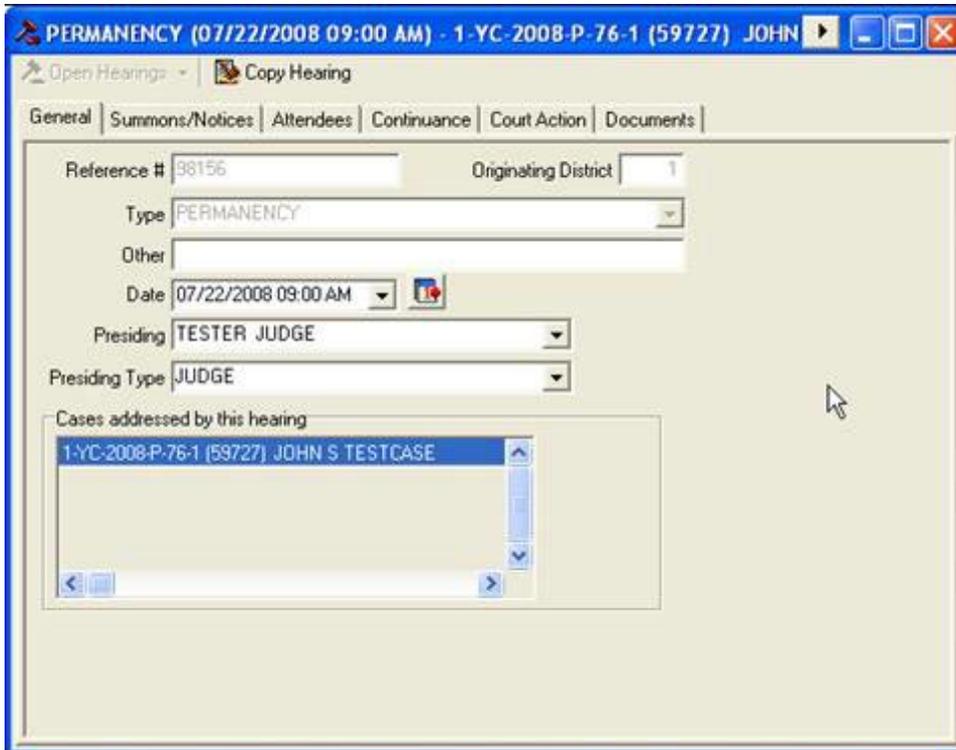
- Reference #: 98139
- Originating District: 1
- Type: [dropdown menu]
- Other: [text input field]
- Date: 07/22/2008 09:00 AM [calendar icon]
- Presiding: [dropdown menu]
- Presiding Type: [dropdown menu]

A "Save and Proceed" button is located below the "Presiding Type" field.

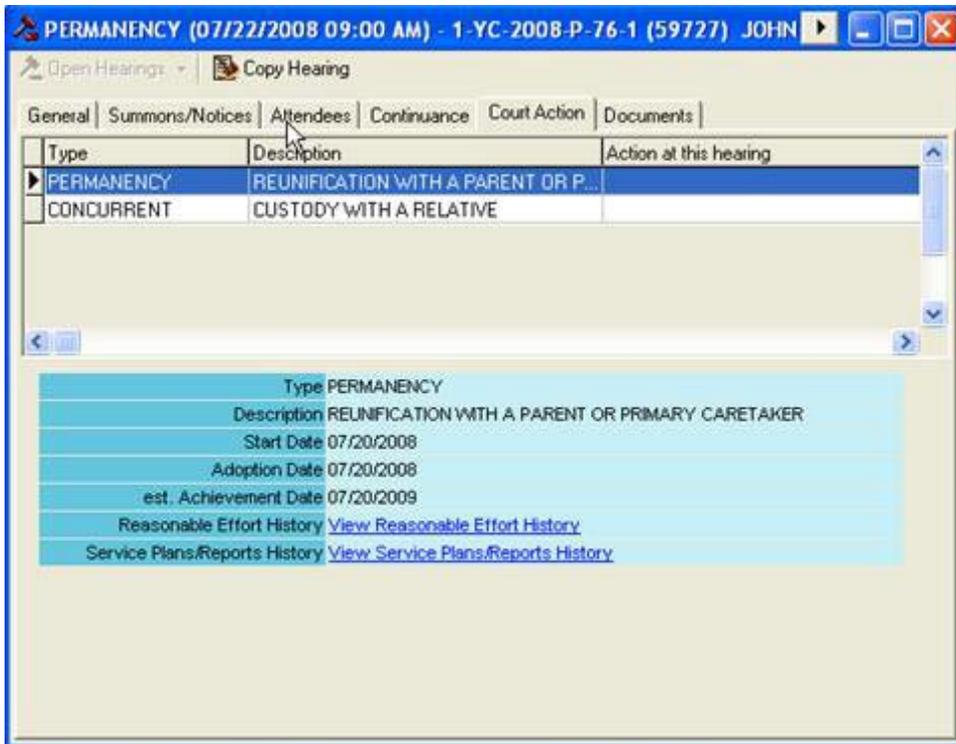
Choose Permanency Hearing from the "Type", the date of the Permanency Hearing, the presiding Judge, and the presiding type from the drop down menus.

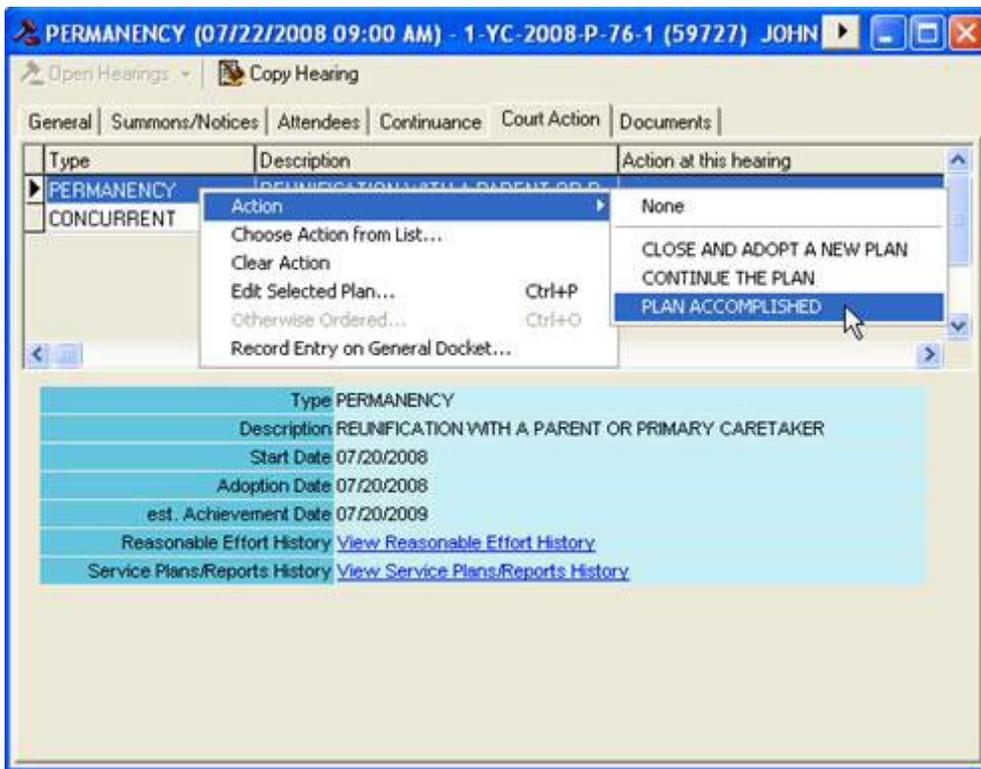


Then, click on save and proceed. This will add the Permanency hearing for the requested date.



Then, to address what happened at the Permanency hearing, click the court action tab.





If the Court determines that a permanency or concurrent plan is not sufficient, then a new plan will be adopted and the old plan closed.

If the Court determines that a permanency and concurrent Plan is sufficient, then the existing plan will continue until the next permanency hearing.

If the Court determines that a supporting service plan or report document is not sufficient, then the designated party will be responsible for bring that plan or document into compliance with the Court order.

Managing Permanency Alerts

A Permanency Hearing Alert will display when the following conditions apply:

This alert displays when there is a pending twelve (12) month time limit of a required Permanency Hearing where the child has not been physically returned to their PPC. This alert will stop displaying once a Permanency Hearing exists where both Permanency and Concurrent plans have actions assigned to them, the child is physically returned to their PPC, or the permanency plan has been accomplished.

1-YC-2006-P-46-1(39554) - AMANDA TESTCASE - INITIAL PERMANENCY HEARING REQUIRED

The Initial Permanency Hearing is required within 12 months since the custody change that removed the child from their PPC.

This alert displays when there is a pending twelve (12) month time limit of a required Permanency Hearing after the last Permanency Hearing. This alert will stop displaying once the child is physically returned to their PPC or the permanency plan has been accomplished.

Required Reasonable Effort Custody Change

When a child has been physically removed from PPC, this alert will stop showing if the "Reasonable Efforts Made" box is checked on a custody change record, or a custody change occurs that physically returns the child to their PPC

1-YC-2008-P-76-1(59727) - JOHN S. TESTCASE - CUSTODY CHANGE WITH REASONABLE EFFORTS MADE REQUIRED

A custody change with Reasonable Efforts Made must be made within 30 days of the initial removal of the child from their PPC.

Case Orders

15.0 - Case Orders

This section shows step by step how to generate case orders.

- ▶ [15.1 - Generate Case Order](#)

15.1 - Generate Case Order

Type your drop-down text here.

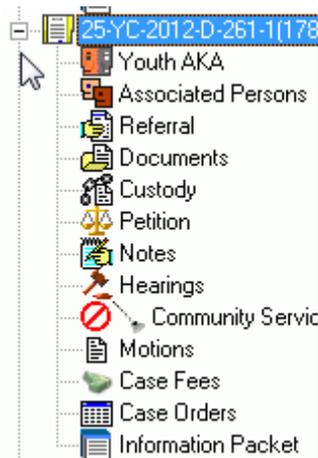
15.1 - Generate Case Order

► *Step 1 - Expand the case.*

Click on the + next to the case number in the Case Navigation Panel.



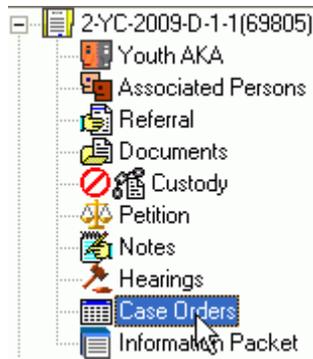
The expanded case will look like the image below.



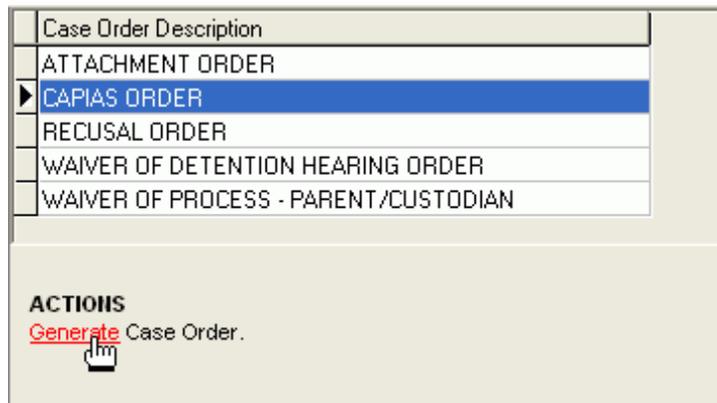
The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Case Orders in the Case Navigation panel.*



- ▶ *Step 3 - Choose the appropriate Case Order from the List click the Generate Case Order action.*



16-0 - Information Packet

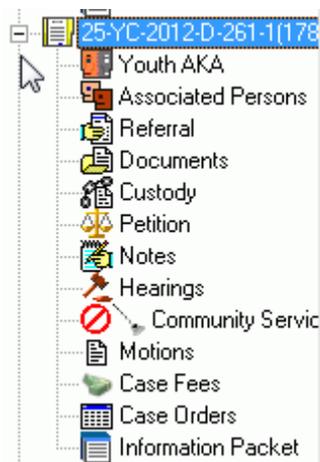
MYCIDS can prepare a comprehensive case packet for most information stored in a case. Follow these steps to create a case packet.

► *Step 1 - Expand the case.*

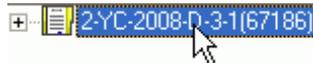
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on Information Packet in the Case Navigation panel.*



► *Step 3 - Choose items to include in the packet.*

The General Docket is selected by default. Select the case items that you want included in the packet. To select or deselect an item, click the check box next to that item.

A screenshot of a web-based form titled 'MYCIDS can prepare a comprehensive case packet for most information stored in this case. Select the case items that you want included in this packet, then click Submit.' The form contains a list of case items with checkboxes: General Docket (checked), Case Information (unchecked), Youth AKA (checked), Associated Persons (checked), Referral Detail (unchecked), Document Summary (checked), Custody Change (unchecked), Petition (unchecked), Notes (checked), Hearing Summary (unchecked), and Hearing Detail (checked). At the bottom, there is a checkbox for 'Include detail for all other cases for this youth?' which is unchecked. The form also has 'Back', 'Next', and 'Print' buttons at the top, and 'Submit' and 'Reset' buttons at the bottom.

To include detail for not only this case, but all cases for this youth in MYCIDS, check Include detail for all other cases for this youth.

Back Next Print

MYCIDS can prepare a comprehensive case packet for most information stored in this case. Select the case items that you want included in this packet, then click Submit.

- General Docket
- Case Information
- Youth AKA
- Associated Persons
- Referral Detail
- Document Summary
- Custody Change
- Petition
- Notes
- Hearing Summary
- Hearing Detail

Include detail for all other cases for this youth?

Submit Reset

► *Step 4 - Click Submit to view the case packet.*

Back Next Print

MYCIDS can prepare a comprehensive case packet for most information stored in this case. Select the case items that you want included in this packet, then click Submit.

- General Docket
- Case Information
- Youth AKA
- Associated Persons
- Referral Detail
- Document Summary
- Custody Change
- Petition
- Notes
- Hearing Summary
- Hearing Detail

Include detail for all other cases for this youth?

Submit Reset

Back Next Print

Youth AKA 2-YC-2009-D-1-1(69805) - AMY JO TESTCASE

SSN	Last Name	First Name	Middle Name	Suffix
	JOJO	JOJO		

Associated Persons 2-YC-2009-D-1-1(69805) - AMY JO TESTCASE

Name	Relationship	Date Appointed
JAMIE KELLY MCBRIDE	PRESIDING	

Document Summary 2-YC-2009-D-1-1(69805) - AMY JO TESTCASE

Date	Description	Source File Name	Document Type
02/04/2009	CONTINUANCE GRANT ORDER		CONTINUANCE GRANT ORDER

Notes 2-YC-2009-D-1-1(69805) - AMY JO TESTCASE
 No notes records exist for this case.

Hearing Summary 2-YC-2009-D-1-1(69805) - AMY JO TESTCASE

Hearing Date	Type	Presiding
← 02/04/2009	FIRST CALL	JAMIE KELLY MCBRIDE
→ 01/29/2009	FIRST CALL	JAMIE KELLY MCBRIDE
12/24/2008	DETENTION	JAMIE KELLY MCBRIDE

To print the packet, click print.

Back Next **Print**

Youth AKA 2-YC-2009-D-1-1(69805) - AMY JO TESTCASE

SSN	Last Name	First Name	Middle Name	Suffix
	JOJO	JOJO		

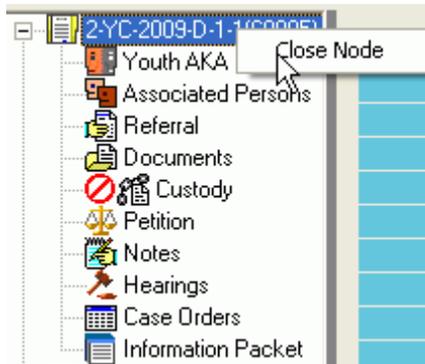
Associated Persons 2-YC-2009-D-1-1(69805) - AMY JO TESTCASE

Name	Relationship	Date Appointed
JAMIE KELLY MCBRIDE	PRESIDING	

17.0 - Closing Case Nodes

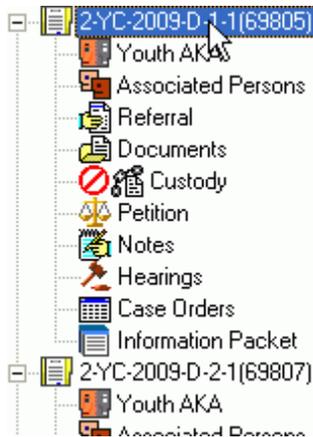
► *Close a single Case Node*

Right-click on a case number and choose close node from the popup menu.



----- **OR** -----

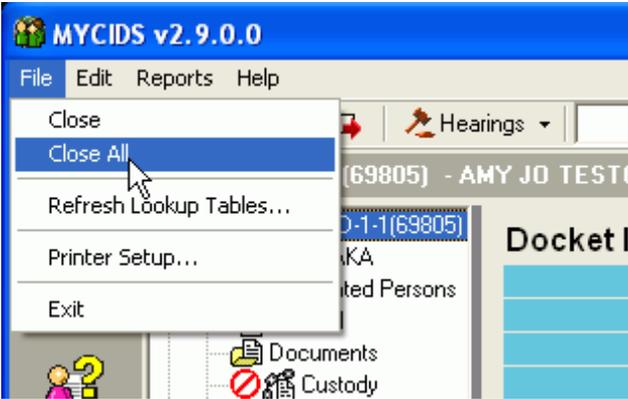
Select the case number to close and choose close from file menu.





► *Close all case nodes*

Choose close all from the file menu.



Grouping Cases

18.0 - Grouping Cases

- ▶ [18.1 - Group Cases](#)
- ▶ [18.2 - Remove Case from Group](#)

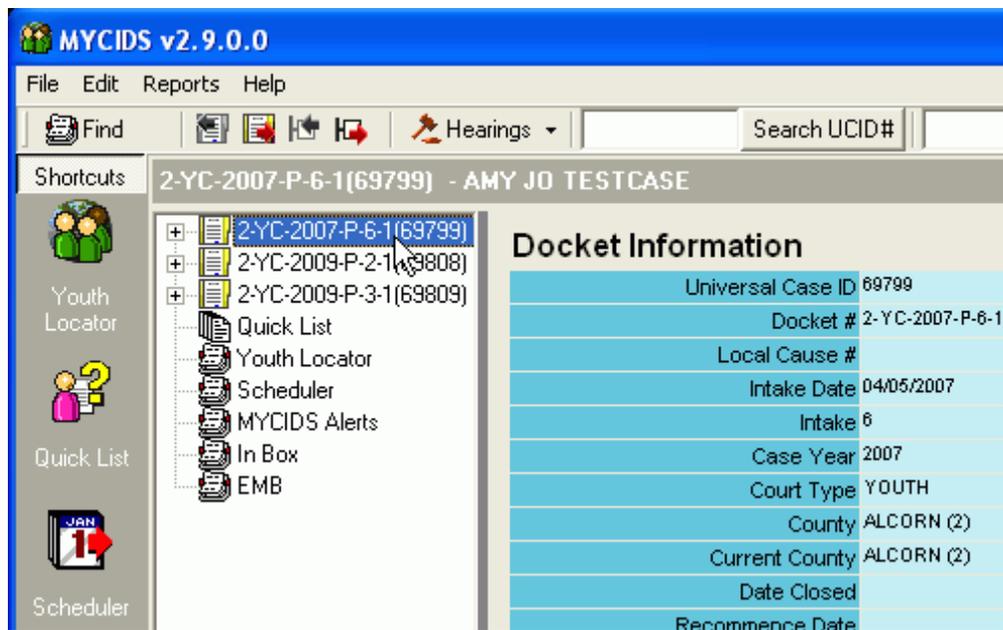
18.1 - Group Cases

Type your drop-down text here.

18.1 - Group Cases

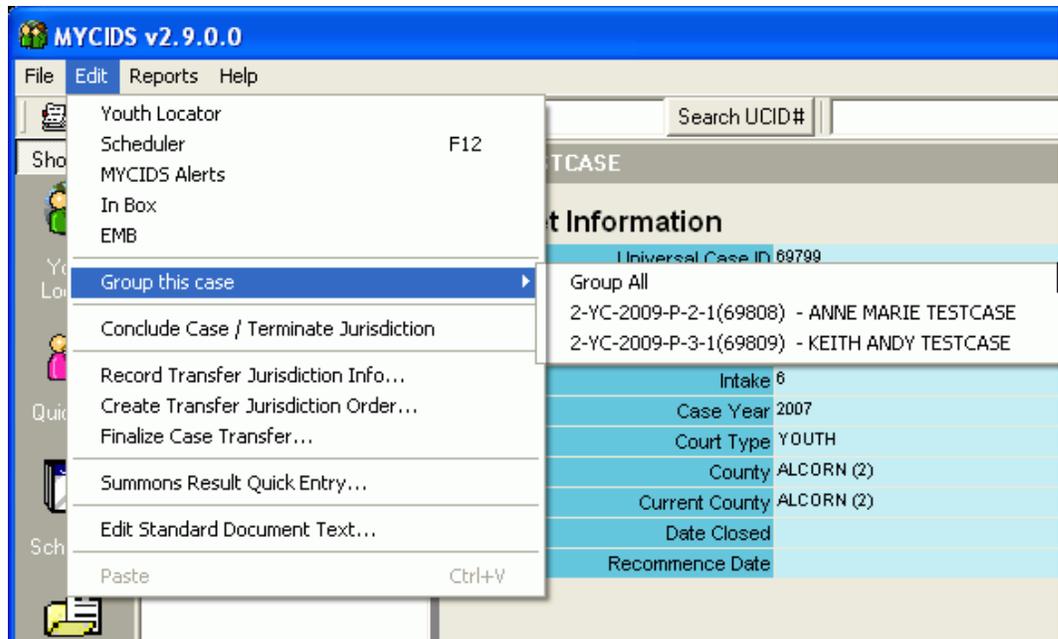
► *Step 1 - Choose a case to group.*

From the open cases in the case navigation panel, choose a case to group.

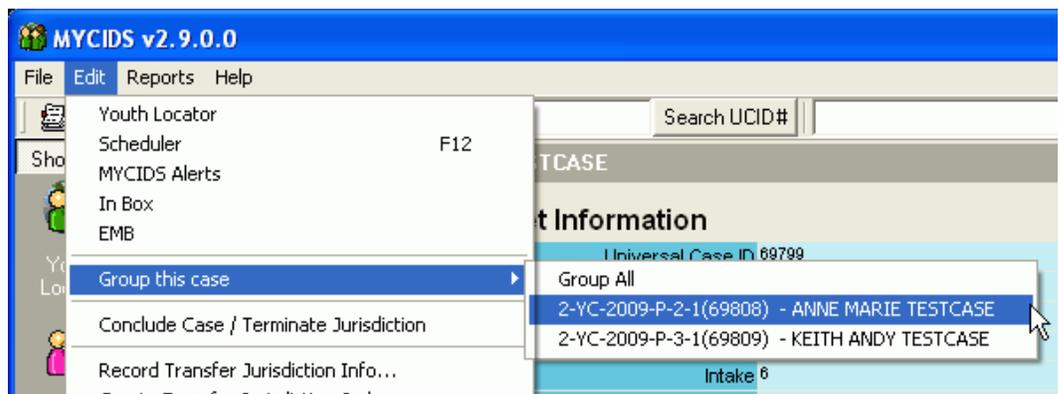


► *Step 2 - Group Case(s)*

Click the Edit menu, Group this case. This will show a list of the open cases that can be grouped with the selected case in the case navigation panel.

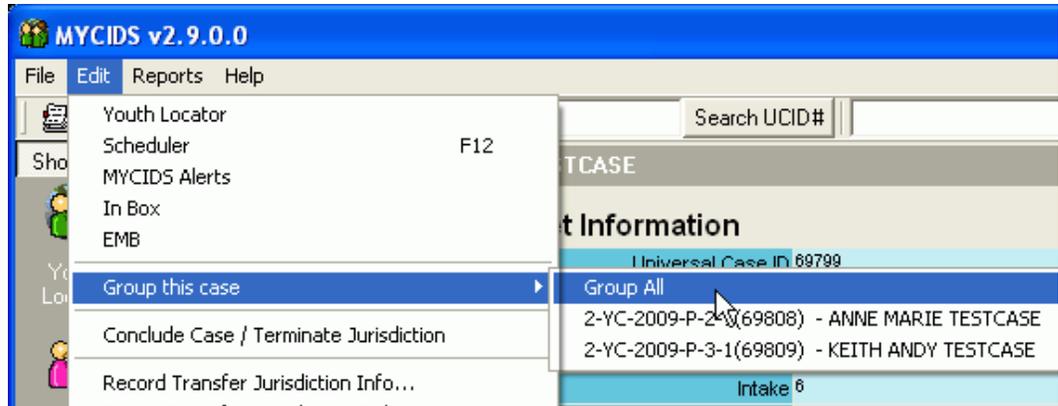


Choose the appropriate case to group with the selected case,



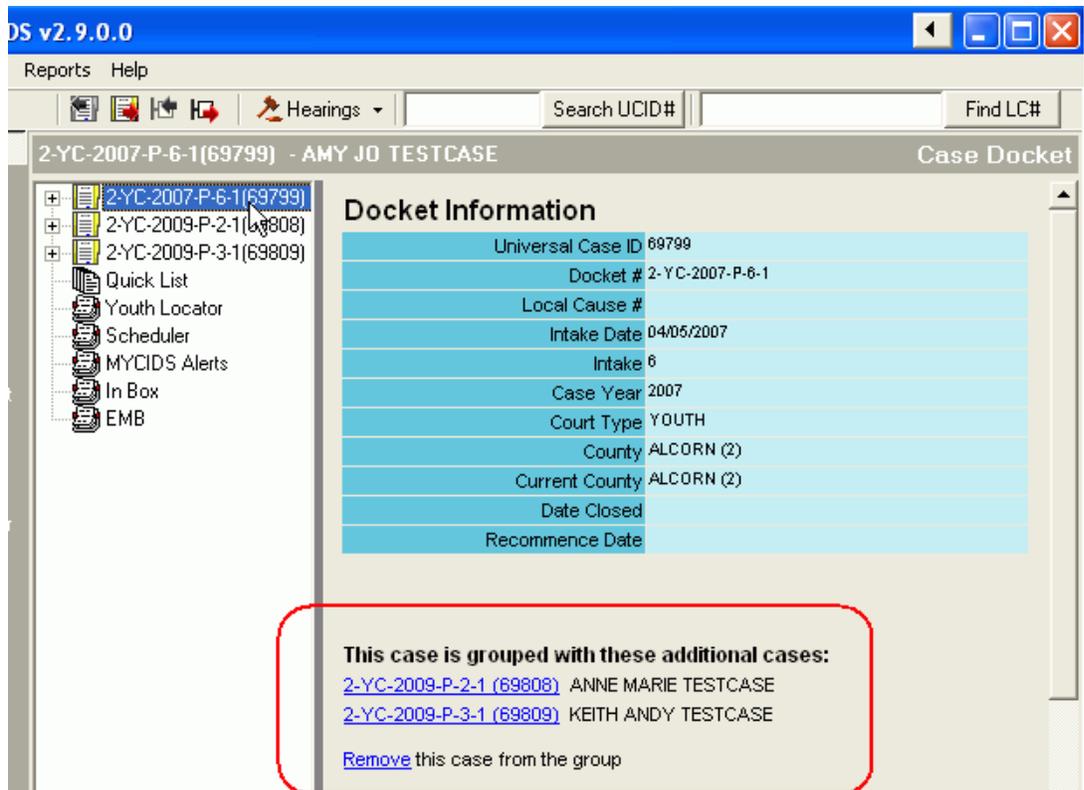
OR

choose group all to group all the cases open in the case navigation panel together.



► *How to know if cases are grouped*

Once a case is grouped, this information is listed on the case docket screen. The case docket screen can be accessed by clicking on the case number in the case navigation panel.

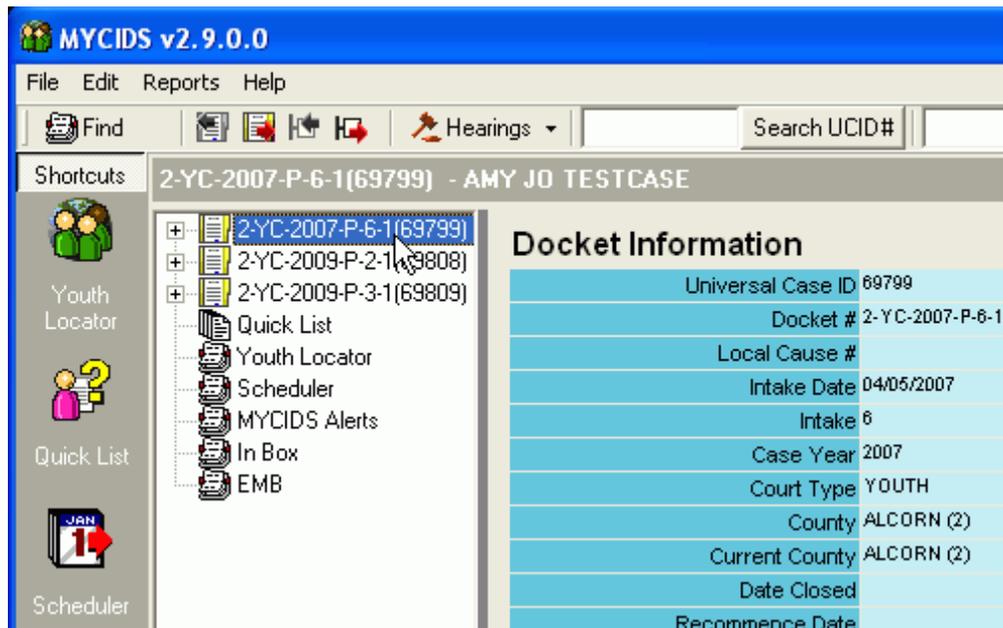


18.2 - Remove Case from Group

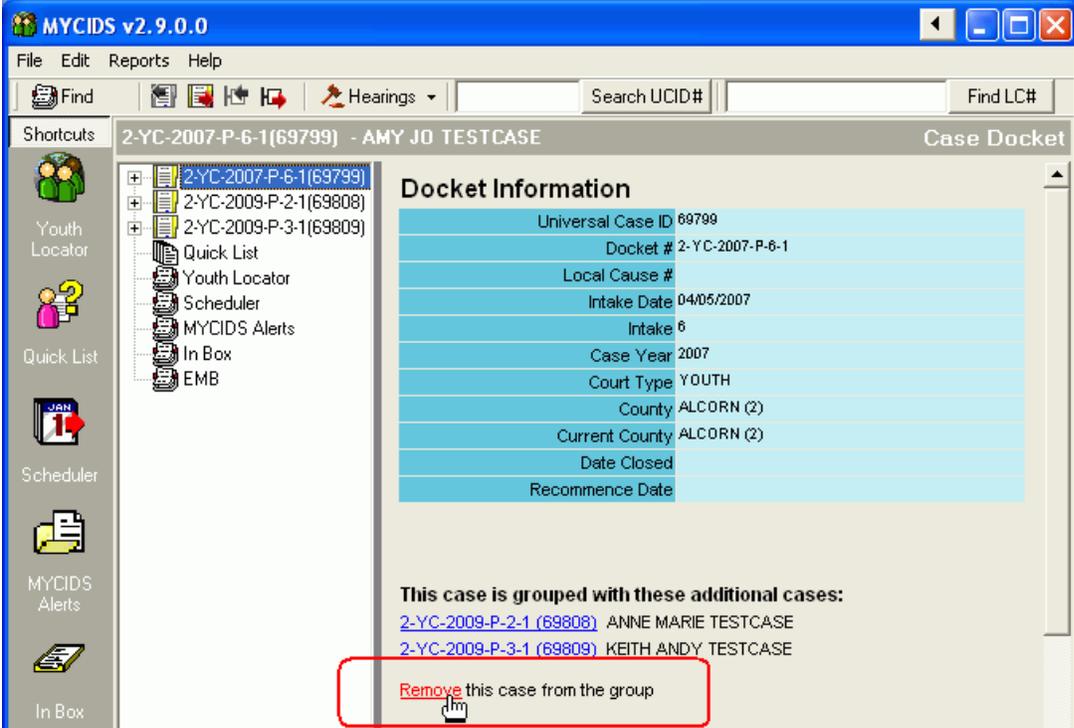
Type your drop-down text here.

18.2 - Remove Case from Group

- ▶ *Step 1 - Choose the case to remove from the group.*



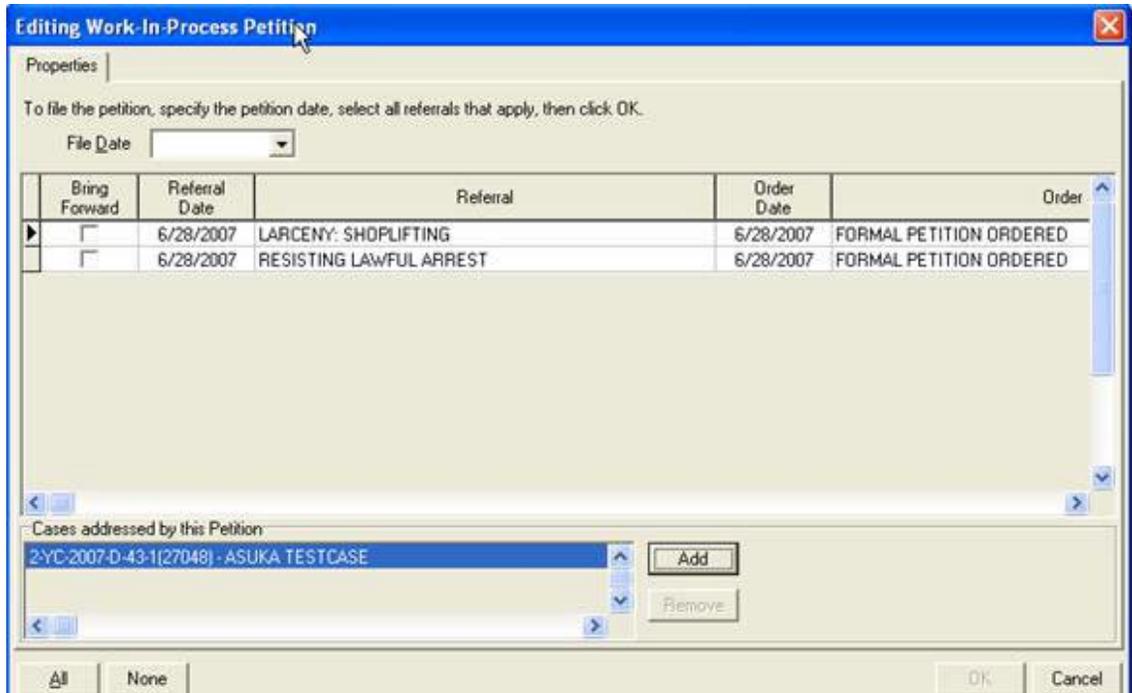
- ▶ *Step 2 - On the Case Docket screen, click Remove this case from the Group.*



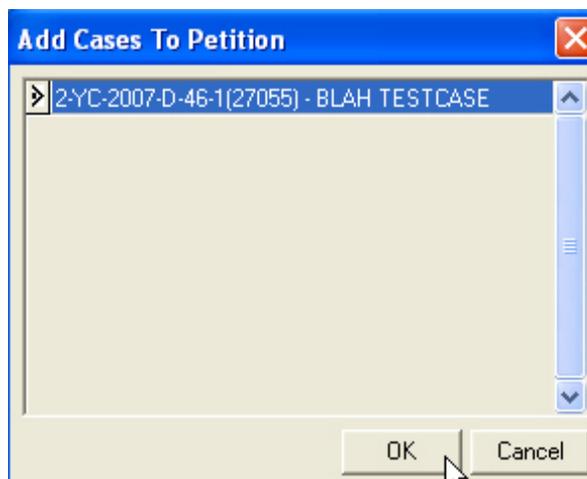
19.0 - Multi-case Petitions and Hearings

► *Multi-case Petitions*

Youth involved with grouped cases may appear on the same petition if the charges for both cases are brought forward. When filing the petition for a case, a user will have the option to include the youth) from the grouped cases.



Clicking the Add button will bring forward a list of cases that are grouped with the case where the original petition is being filed.



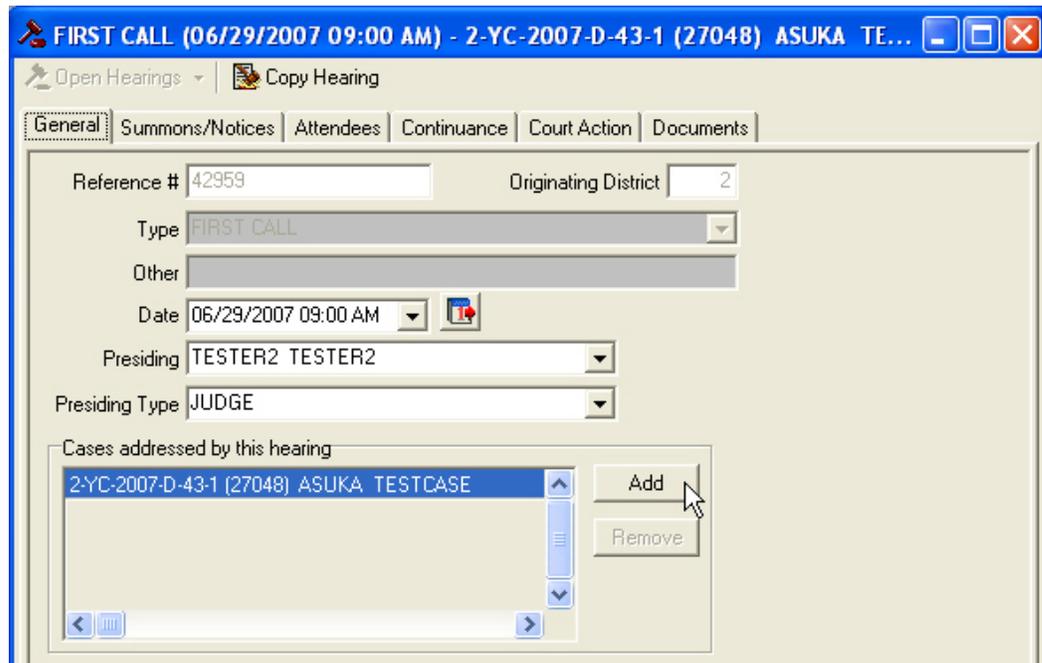
The user must now select which charges for each youth they wish to file on the petition. Check the referrals that will be brought forward.

	Bring Forward	Docket Number
▶	<input type="checkbox"/>	2-YC-2007-D-43-1(27048) - ASUKA TESTCASE
	<input type="checkbox"/>	2-YC-2007-D-43-1(27048) - ASUKA TESTCASE
	<input type="checkbox"/>	2-YC-2007-D-46-1(27055) - BLAH TESTCASE
	<input type="checkbox"/>	2-YC-2007-D-46-1(27055) - BLAH TESTCASE

▶ *Multi-case Hearings*

Hearings may involve more than one case and more than one juvenile. This often occurs whenever a group of juveniles are involved in an activity that results in a charge being brought against all members of the group. Grouping cases together allows for multi-case hearings to be arranged in MYCIDS.

1. The user must begin by scheduling a hearing for one of the cases that have been grouped.
2. Schedule the hearing under one of the grouped cases. Click the "Add" button found towards the bottom of the screen. This will bring up any cases that are grouped together.





3. Both hearings will now appear under each case. Charges from all the grouped cases will appear under the "Court Actions" tab for each case in the group.
4. The user will have the option to enter the same action for all charges for all children who have been grouped or enter different charges. The action(s) entered by the user under one hearing for one juvenile will appear under the "Court Actions" for all youth who are grouped with the case(s).

General Summons/Notices Attendees Continuance Court Action Documents			
	Case	Youth	
▶	2-YC-2007-D-43-1 (27048)	ASUKA TESTCASE	.
	2-YC-2007-D-43-1 (27048)	ASUKA TESTCASE	.
	2-YC-2007-D-46-1 (27055)	BLAH TESTCASE	.
	2-YC-2007-D-46-1 (27055)	BLAH TESTCASE	.

Conclude and Recommence Cases

20-0 - Conclude and Recommence Cases

- ▶ [20.1 - Conclude Cases](#)
- ▶ [20.2 - Recommence Cases](#)

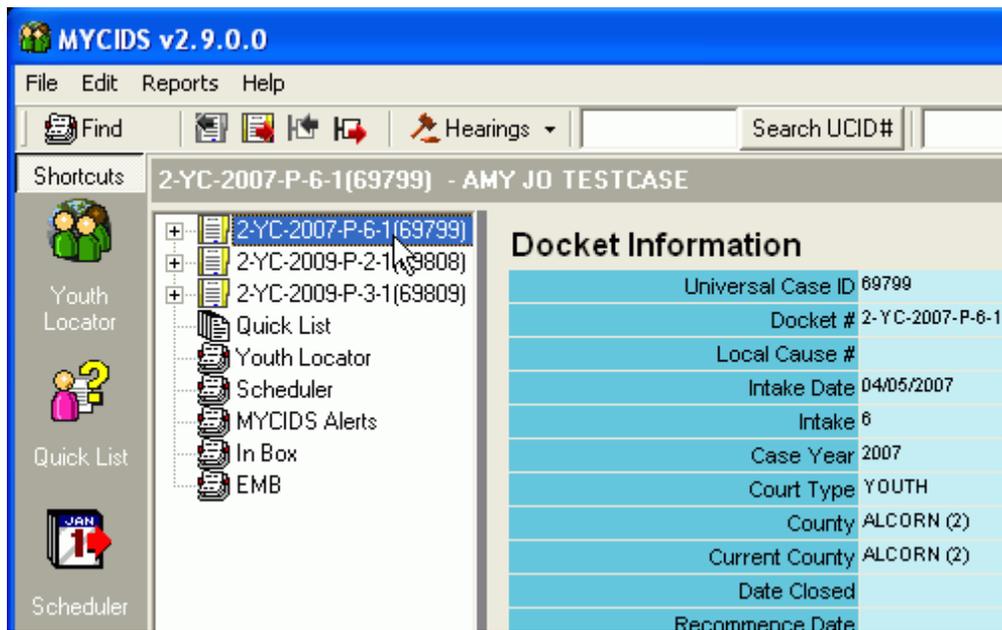
20.1 - Conclude Cases

Type your drop-down text here.

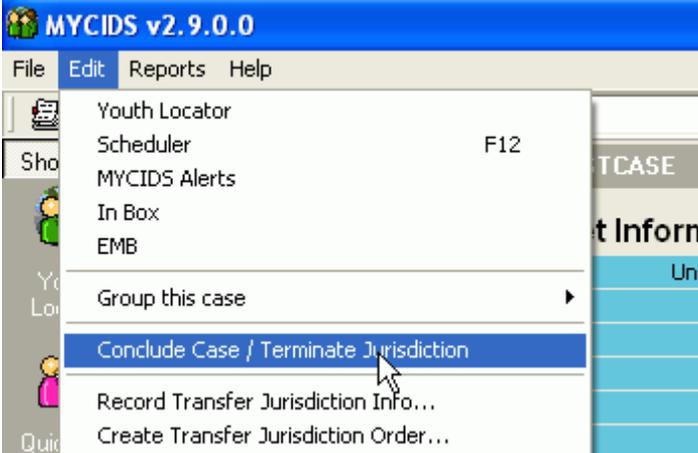
20.1 - Conclude Cases

- ▶ *Step 1 - Choose a case to conclude.*

From the open cases in the case navigation panel, choose a case to conclude.



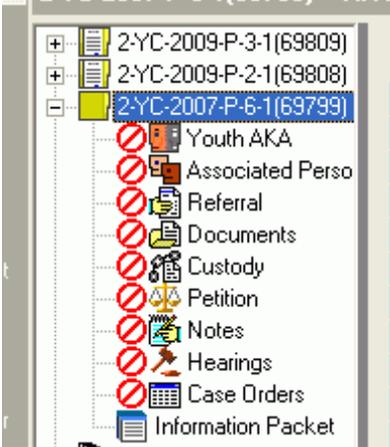
- ▶ *Step 2 - Choose Conclude Case / Terminate Jurisdiction from the Edit menu.*



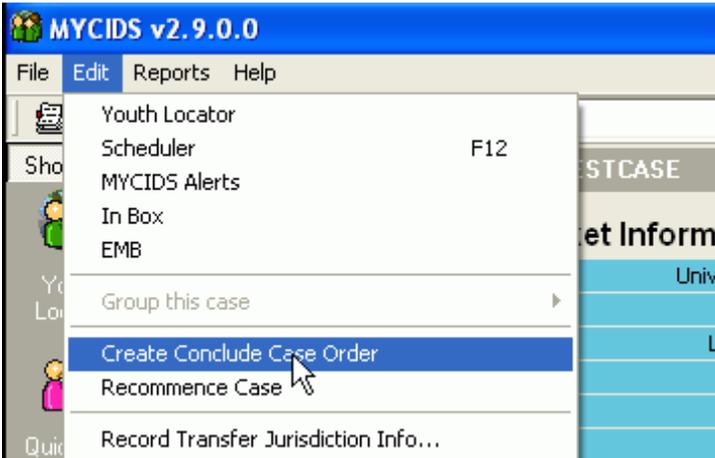
▶ *Step 3 - Choose the conclude date from calendar drop down menu.*



The case folder changes to a closed folder symbol. Now, information on the case is viewable via the Information Packet only unless the case is recommenced.



▶ *Step 4 - Choose Create Conclude Case Order from the Edit menu.*



20.2 - Recommence Cases

Type your drop-down text here.

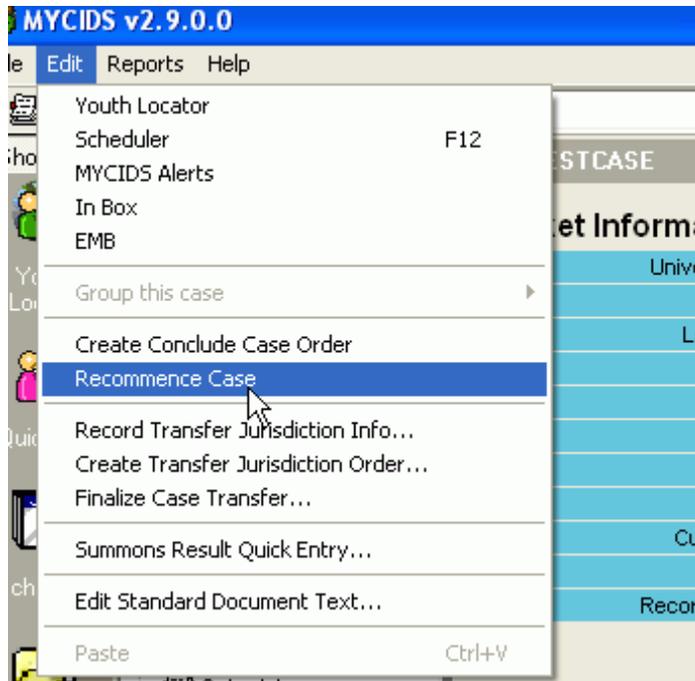
20.2 - Recommence Cases

- ▶ *Step 1 - Choose a case to recommence.*

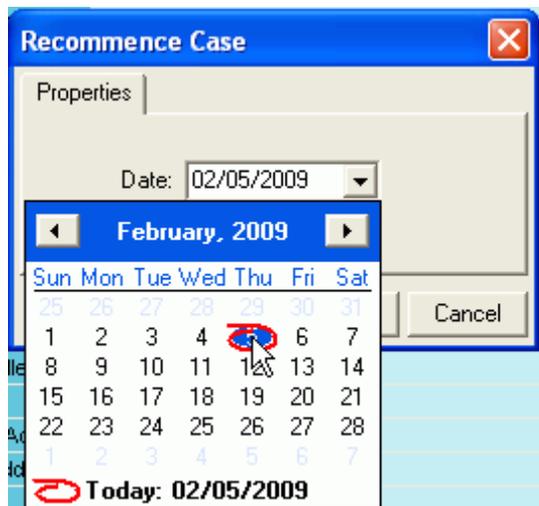
From the open cases in the case navigation panel, choose a concluded case to recommence.



- ▶ *Step 2 - Choose Recommence Case from the Edit menu.*



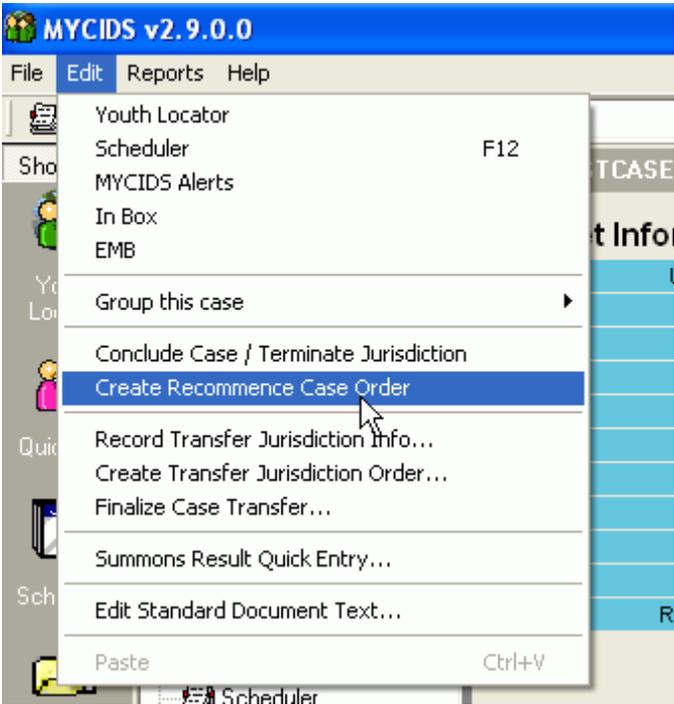
- ▶ *Step 3 - Choose the recommence date from calendar drop down menu.*



The case folder changes to an open folder symbol. Case information is viewable via the case nodes again.



► *Step 4 - Choose Create Recommence Case Order from the Edit menu.*



Transfer Cases

21.0 - Transfer Cases

- ▶ [21.1 - Transfer Case to another youth court](#)

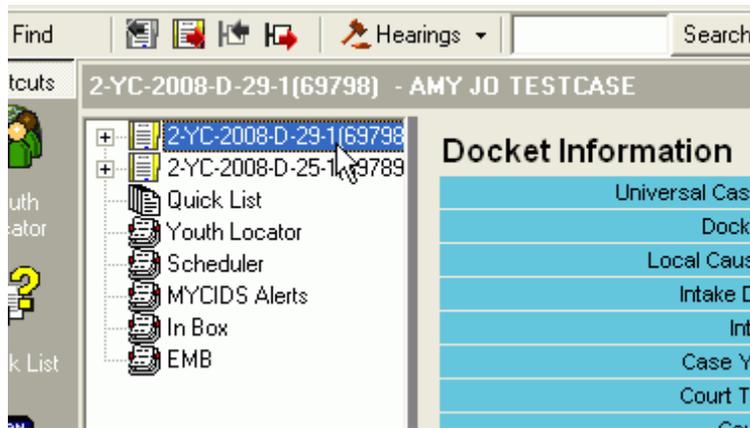
21.1 - Transfer Case to another youth court

Type your drop-down text here.

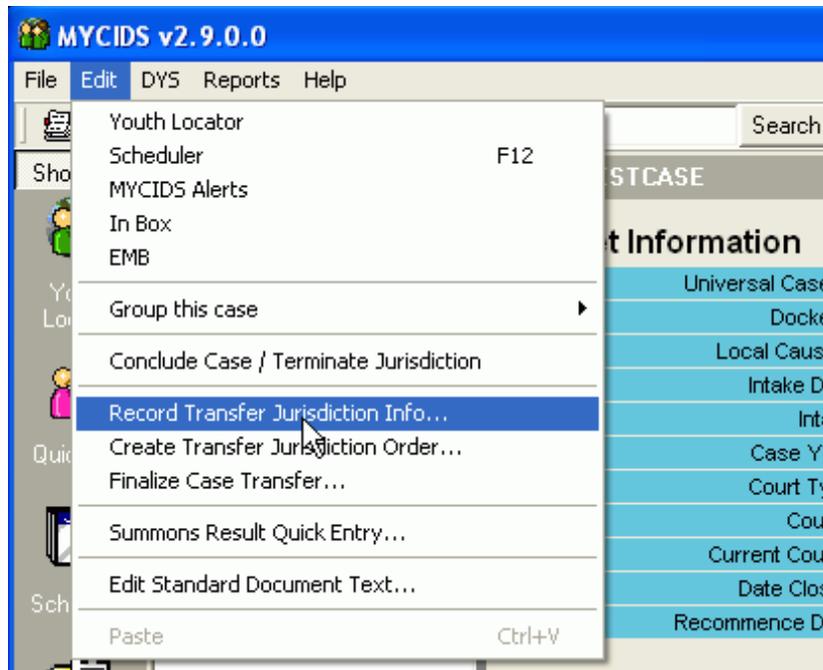
21.1 - Transfer Case to another youth court

► *Step 1 - Choose a case to transfer.*

From the open cases in the case navigation panel, choose a case to transfer to another youth court.

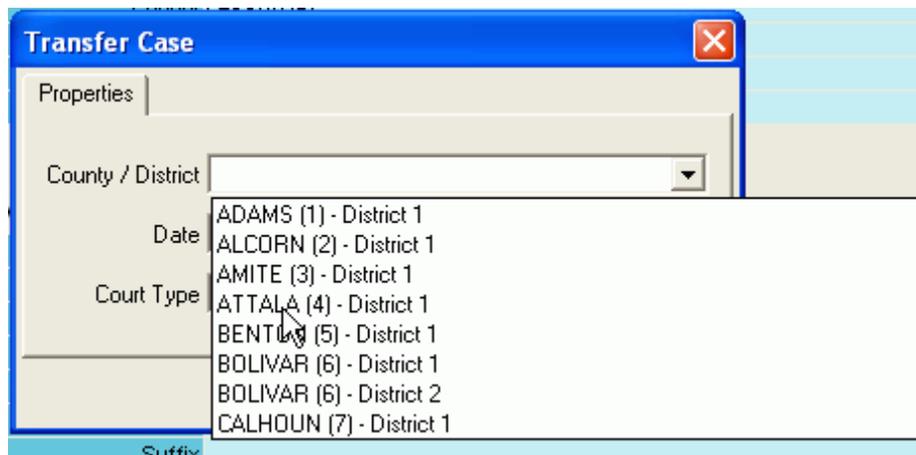


► *Step 2 - Click on the Edit menu and choose Record Transfer Jurisdiction Info.*

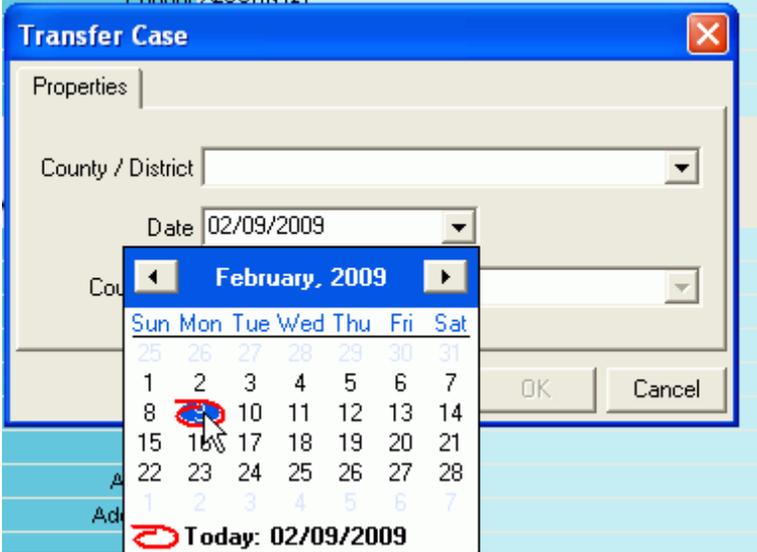


► *Step 3 - Enter Transfer Case information.*

Choose the county/district to transfer the case to.



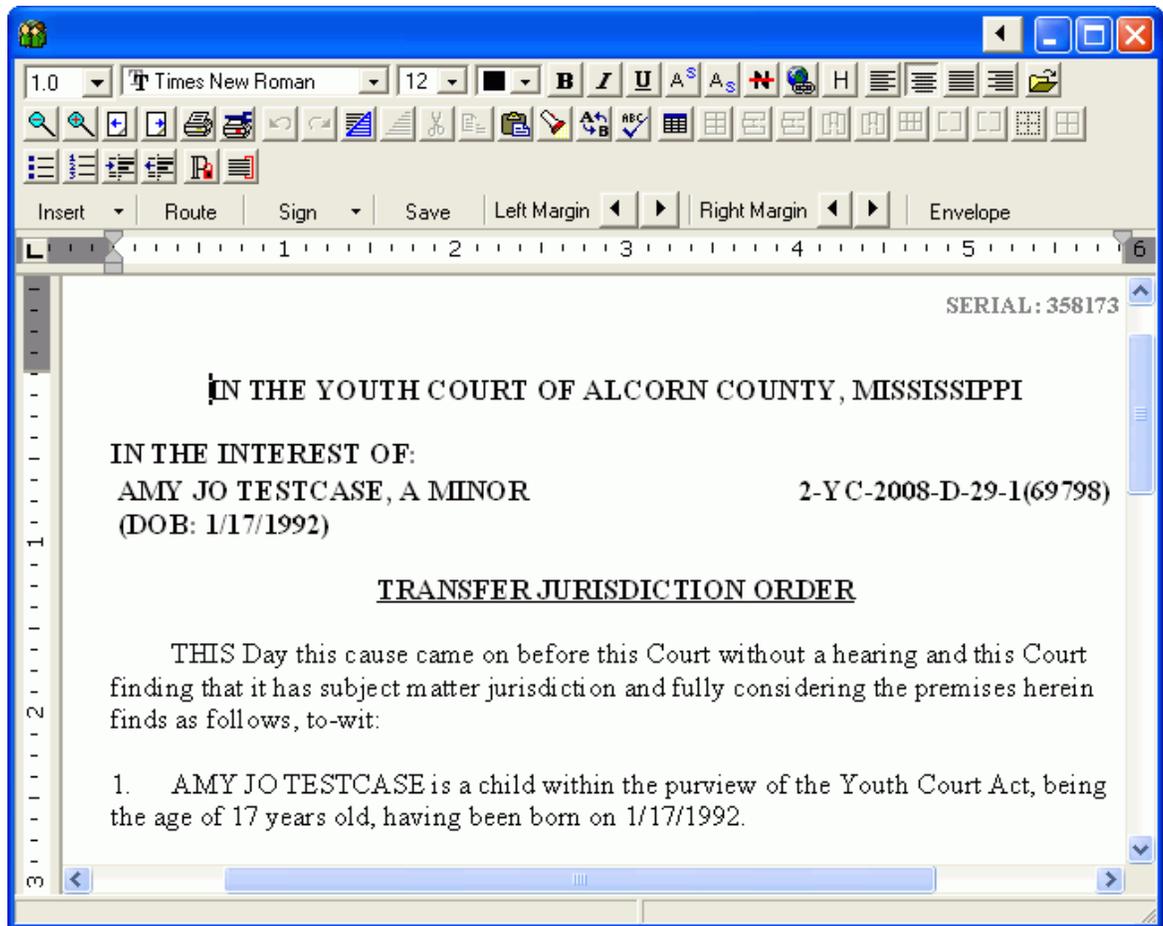
Choose transfer date.



Click OK.



► *Step 4 - Click on the Edit menu and choose Create Transfer Jurisdiction Order.*



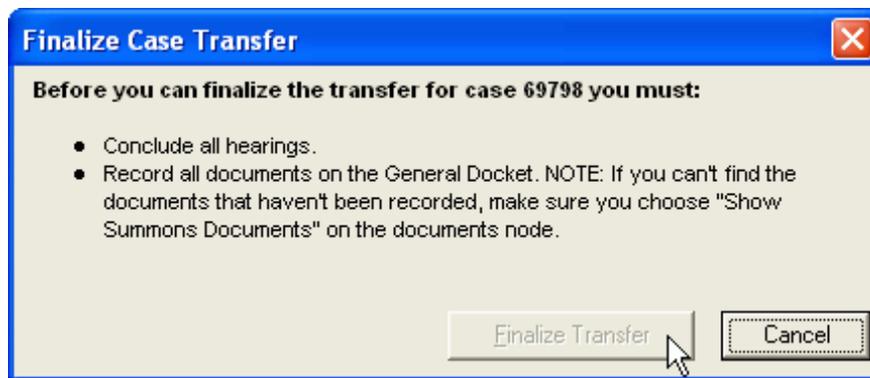
Route the document for e-signature or print the document for ink signing.

► *Step 5 - Finalize case transfer.*

Click on the Edit menu and choose Finalize Case Transfer.



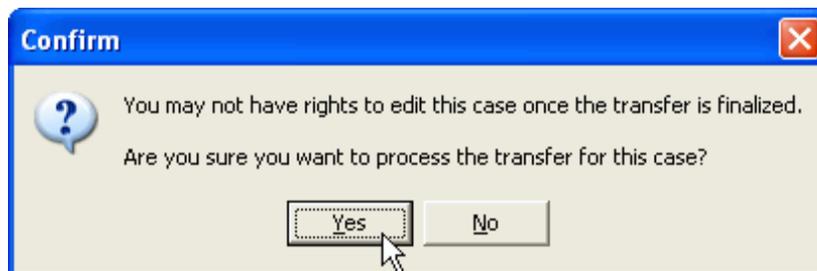
The OK button on the Finalize Case Transfer may be grayed out like the image below. All hearings must be concluded (see section 11.0 - Hearings) and all documents must be recorded ([see section 7.5 - Recording Documents](#)) before you can proceed.



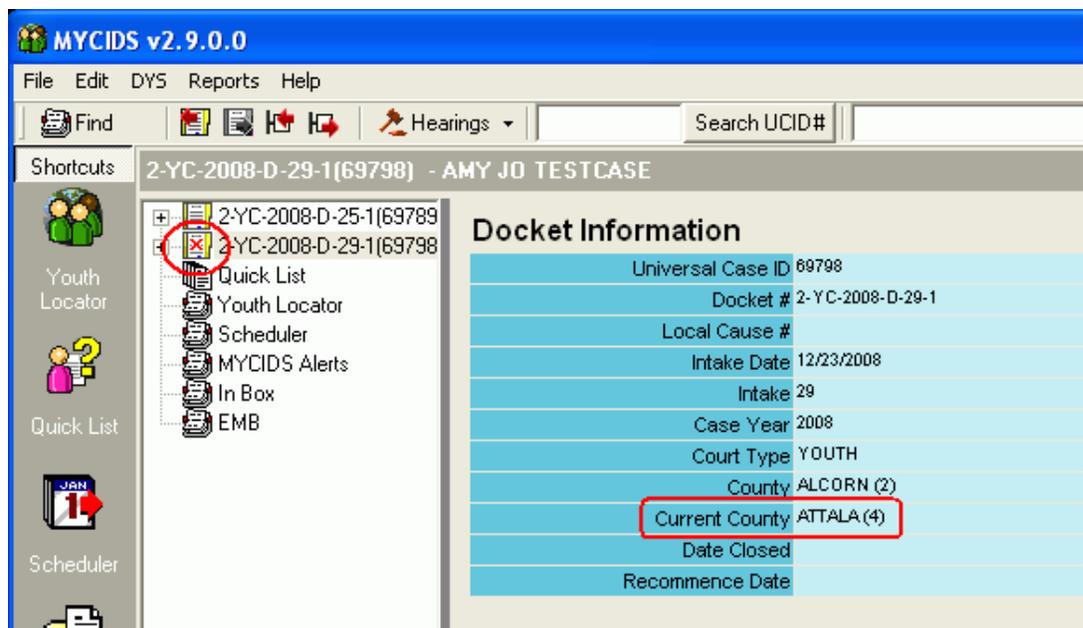
Once all hearings have been concluded and documents have been recorded, the finalize transfer button will be available. Click Finalize Transfer.



Click Yes to confirm the transfer.



Once the transfer is finalized, the case folder will turn into a case folder with red "X". The red "X" on a case means you have read-only access to it. You can also see the current county for the case on the case docket screen. These items are shown in the image below.



Reports

22.0 - Reports

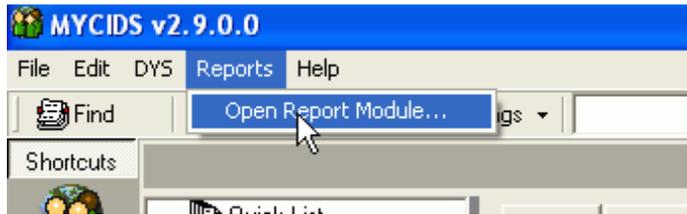
- ▶ [22.1 - Submit Reports for Generation](#)
- ▶ [22.2 - Download Generated Reports](#)
- ▶ [22.3 - Remove Reports from Reports Listing](#)
- ▶ [22.4 - Report Breakdowns](#)

22.1 - Submit Reports for Generation

Type your drop-down text here.

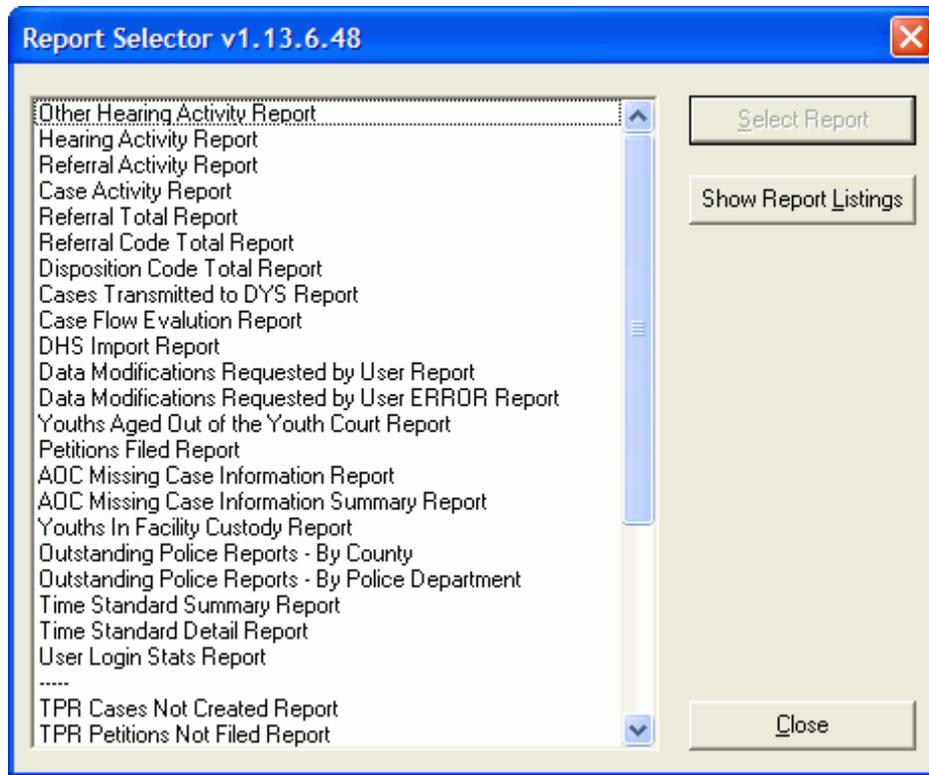
22.1 - Submit Reports for Generation

- ▶ *Step 1 - Choose "Open Reports Module..." from the edit menu.*



- ▶ *Step 2 - Choose a report to generate from the Report Selector window.*

After choosing a report from the list, click the Select Report button.



- ▶ *Step 3 - Enter the criteria for the report and click OK.*

Case Activity Report

Case Intake Date Range

From: 01/01/2009 To: 02/10/2009

Select all Counties

COUNTY

- ▶ ALCORN COUNTY - (2)

Select All Intake Types

INTAKE TYPES

- ▶ DELINQUENCY
- PROTECTION
- TERMINATION

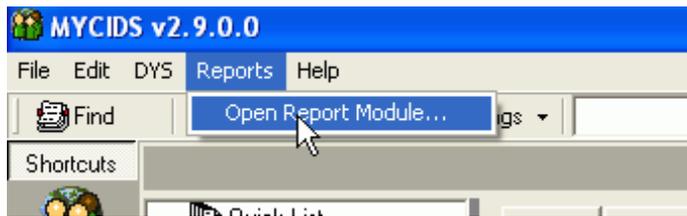
OK Cancel

22.2 - Download Generated Reports

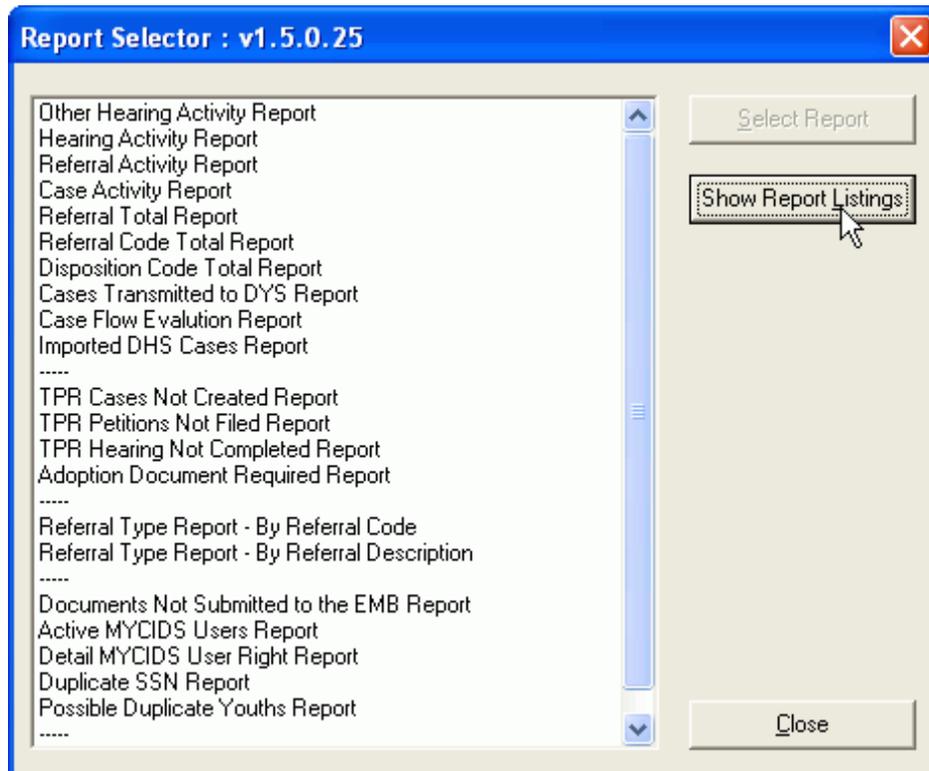
Type your drop-down text here.

22.2 - Download Generated Reports

- ▶ *Step 1 - Choose "Open Reports Module..." from the edit menu.*

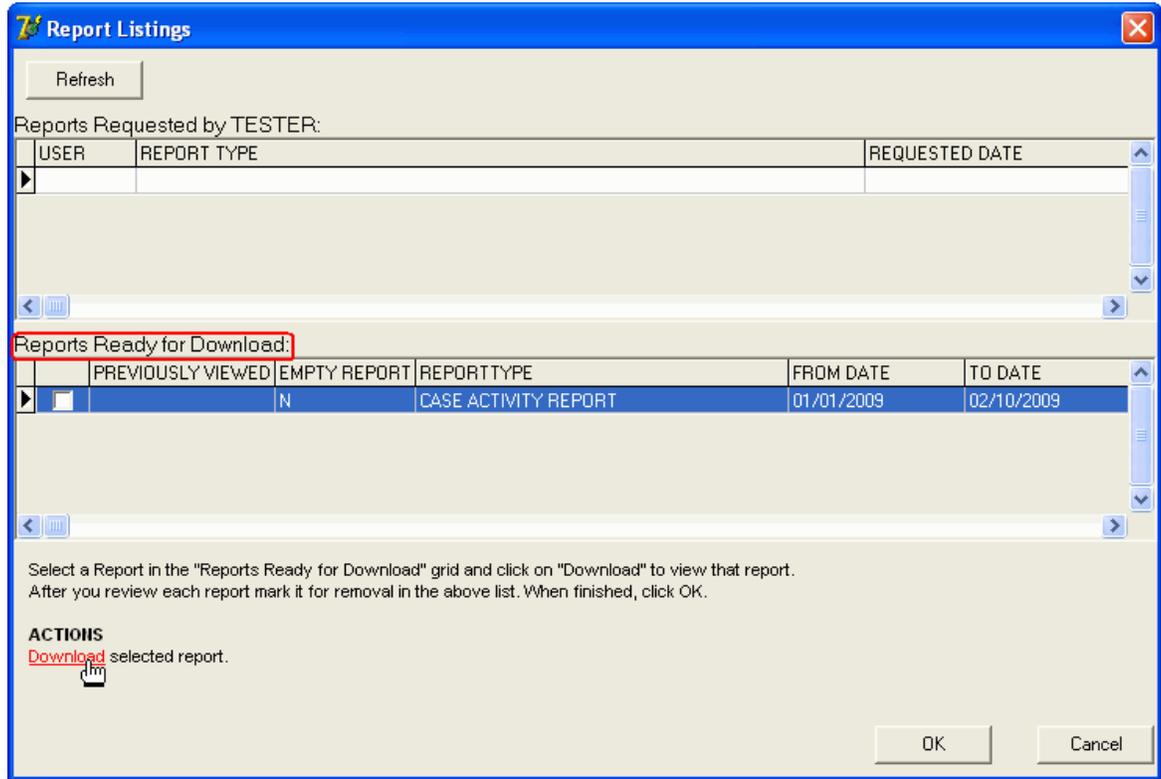


- ▶ *Step 2 - Click on the Show Report Listings button in the Reports Selector.*

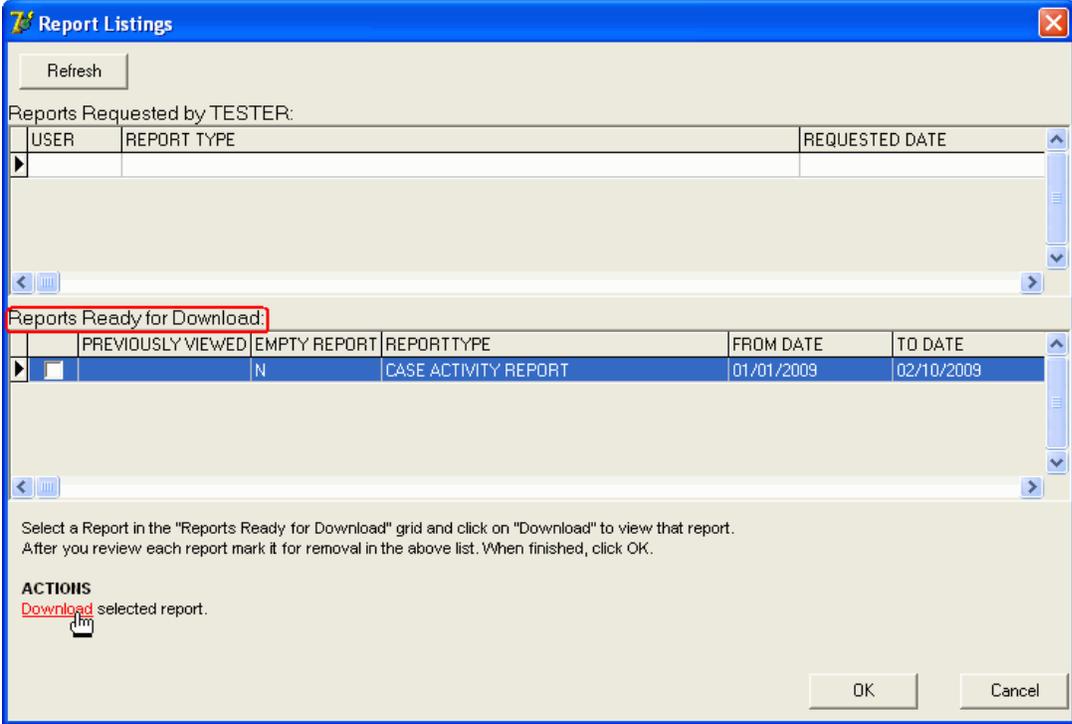


- ▶ *Step 3 - Download a report.*

Once the report is ready, it will appear under "Reports Ready for Download." Select the report and click the download action.



Once the report is ready, it will appear under "Reports Ready for Download." Select the report and click the download action.

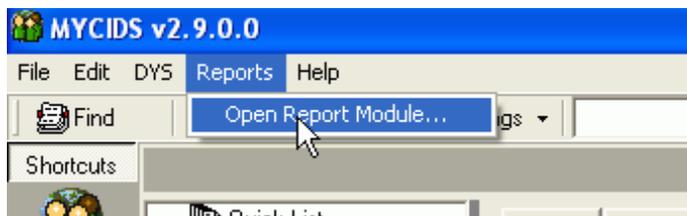


22.3 - Remove Reports from Reports Listing

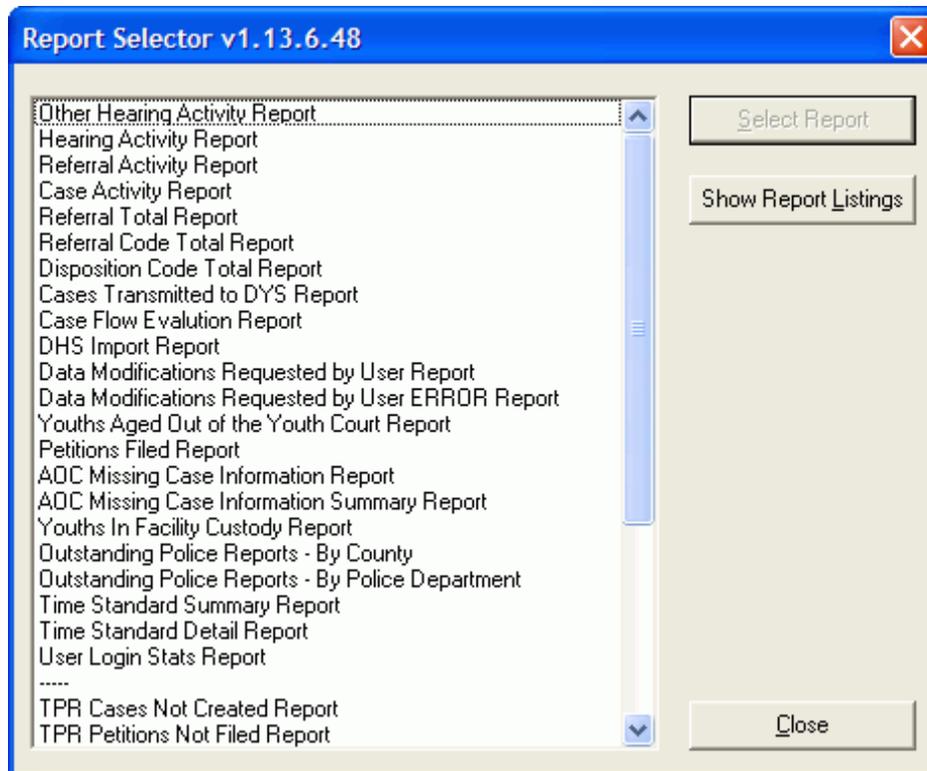
Type your drop-down text here.

22.3 - Remove Reports from Reports Listing

- ▶ *Step 1 - Choose "Open Reports Module..." from the edit menu.*

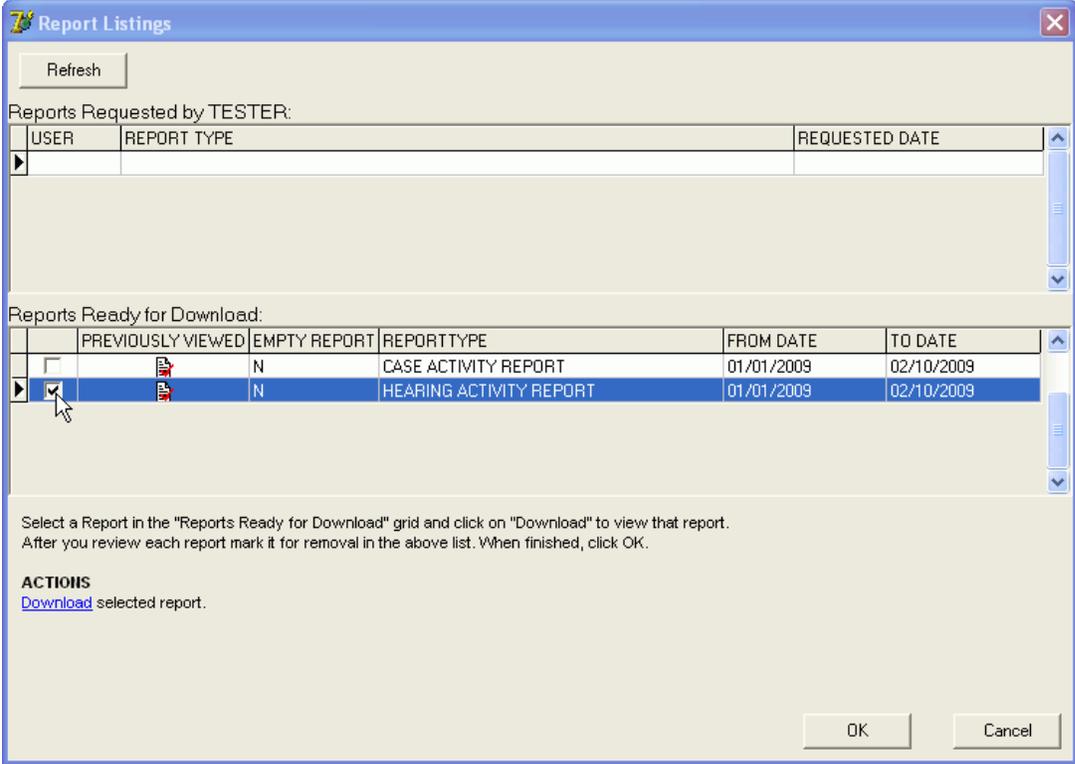


- ▶ *Step 2 - Click on the Show Report Listings button in the Reports Selector.*

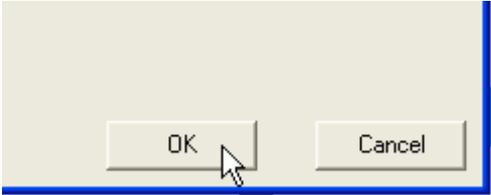


► *Step 3 - Remove Report from list. .*

Click on the check box to the left of the reports to be removed from the list.



Click OK.



The reports that were check will no longer be in the listing.

Word Processor

23.0 - Word Processor

The MYCIDS program includes a built-in word processing application in order to facilitate the creation of the various standard documents required in Youth Court cases. These documents are created using Action items that generate the various documents, including Orders and Petitions.

The MYCIDS word processing application produces documents using standard document templates and specific information recorded for the selected case. The document template used is determined by the type of document being generated.

For example, an Intake Order is generated from the Referral screen using the entered Youth Information, Associated Persons information, Referral information, and County/District information.

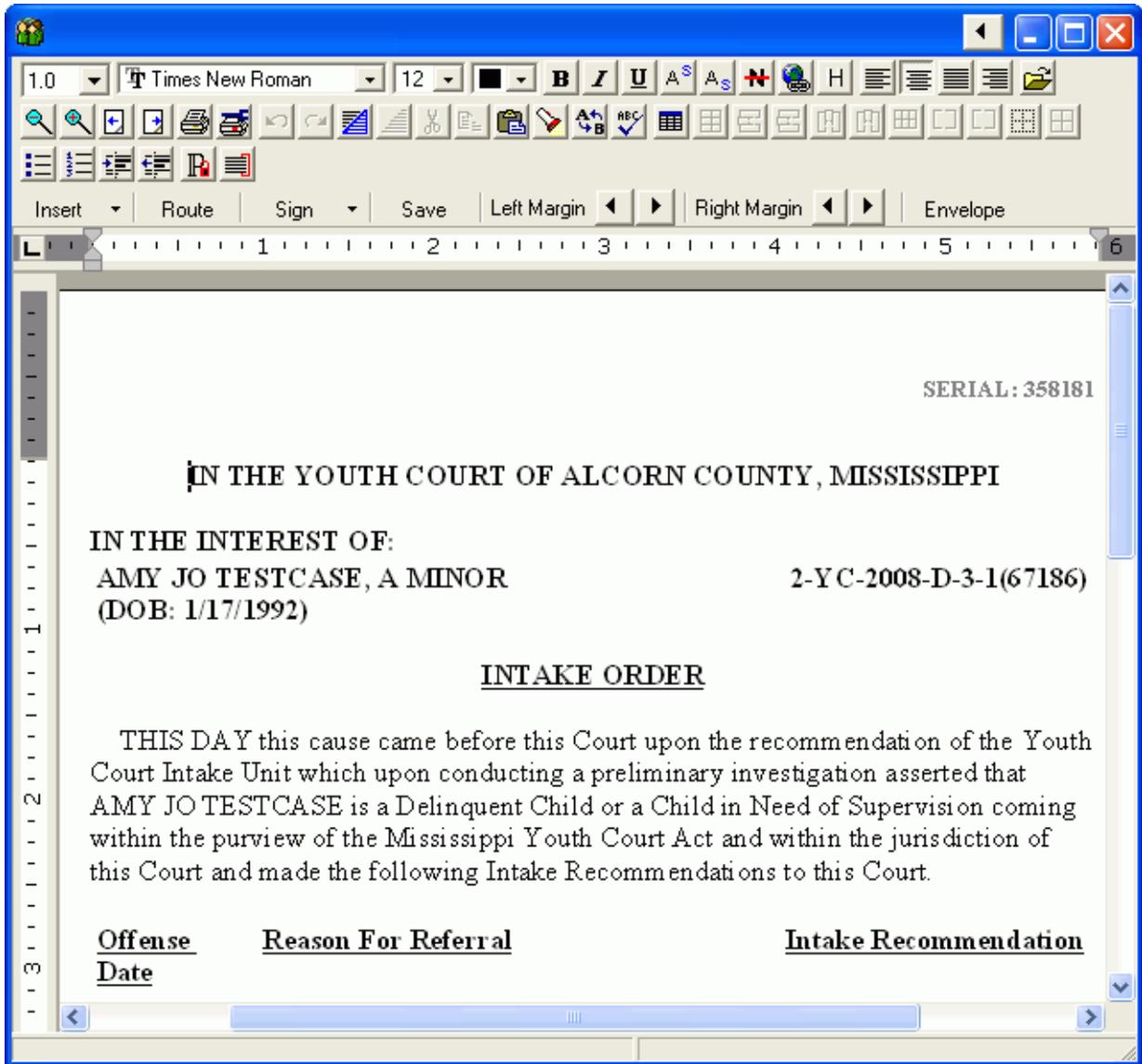
Click Generate the intake order to create this document in the MYCIDS word processing application.

The screenshot displays the MYCIDS Referral screen. On the left is a navigation tree with the following items: 2-YC-2008-D-3-1(67186), Youth AKA, Associated Persons, Referral (highlighted), Documents, Custody, Petition, Notes, Hearings, Case Orders, Information Packet, Quick List, Youth Locator, Scheduler, MYCIDS Alerts, In Box, and EMB. The main area features a table with the following data:

	Referral Date	Referral	
	09/05/2008	ASSAULT: SIMPLE	0
	09/05/2008	DESTROYING/ DEFACING: SCHOOL	0

Below the table, there is a message: "This referral and all associated items have been recorded on the General [unclear]". Another message follows: "This referral has been referenced on a previously filed petition. You will not be able to generate an intake order for this referral." Under the heading "ACTIONS", there are four links: "Add a new referral to this case.", "View this referral.", "Modify the Ref. Number ONLY.", and "Generate the intake order." A mouse cursor is pointing at the "Generate" link.

The generated document is displayed in the MYCIDS word processor. The text generated by MYCIDS can be edited, and any revisions or additions may be saved to the document.



- ▶ [23.1 - Toolbar](#)
- ▶ [23.2 - Inserting Standard Text](#)
- ▶ [23.3 - Routing Documents](#)
- ▶ [23.4 - Electronic Signing](#)
- ▶ [23.5 - Change PIN on Signature Key](#)

Hidden



Left Align



Center Align



Justified



Right Align



Cut



Copy



Paste



Find



Replace



Bullets



Numbers



Next Level



Prior Level



Paragraph Protect



Keep Paragraph Together

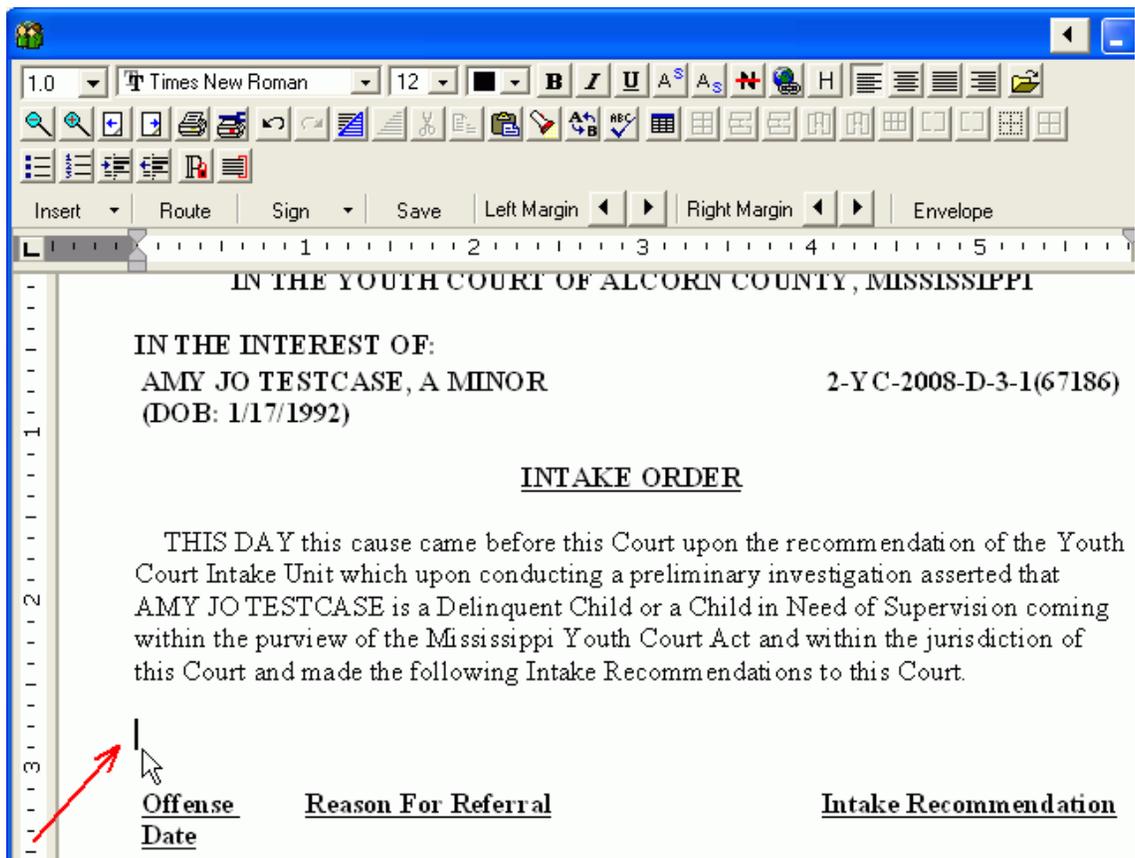


23.2 - Inserting Standard Text

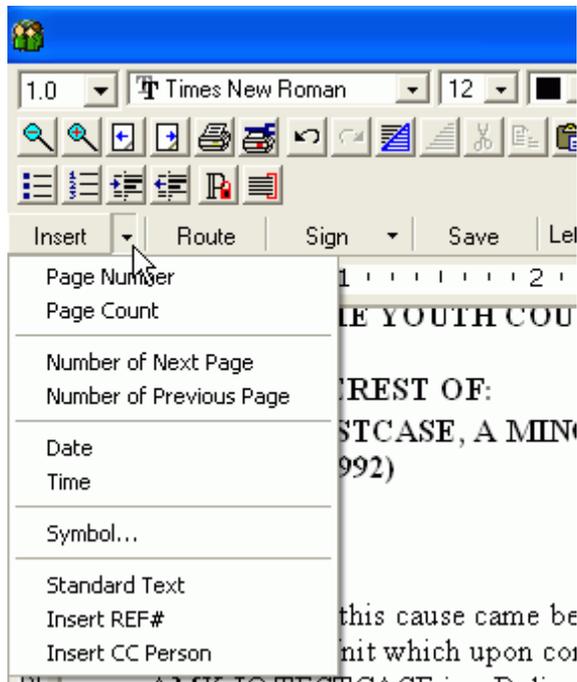
Type your drop-down text here.

23.2 - Inserting Standard Text

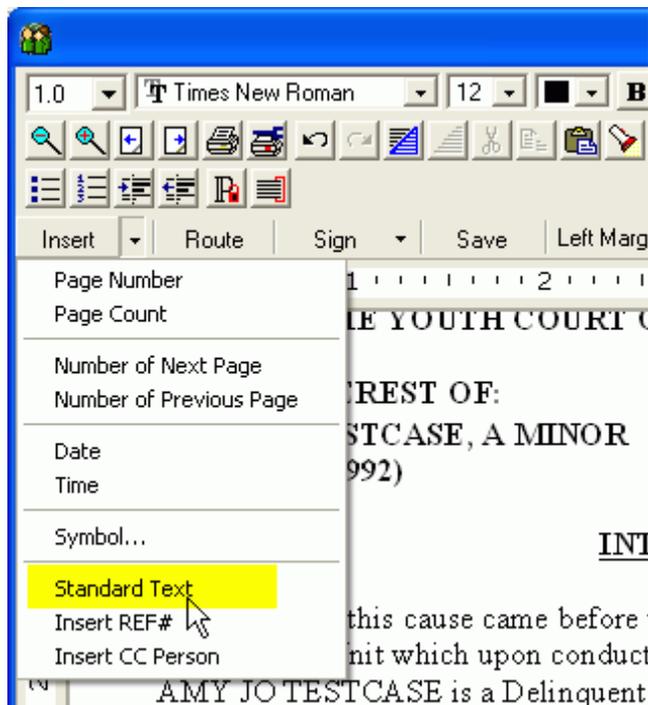
- ▶ *Step 1 - Within the MYCIDS Word Processor, place cursor where the text needs to be inserted into the document.*



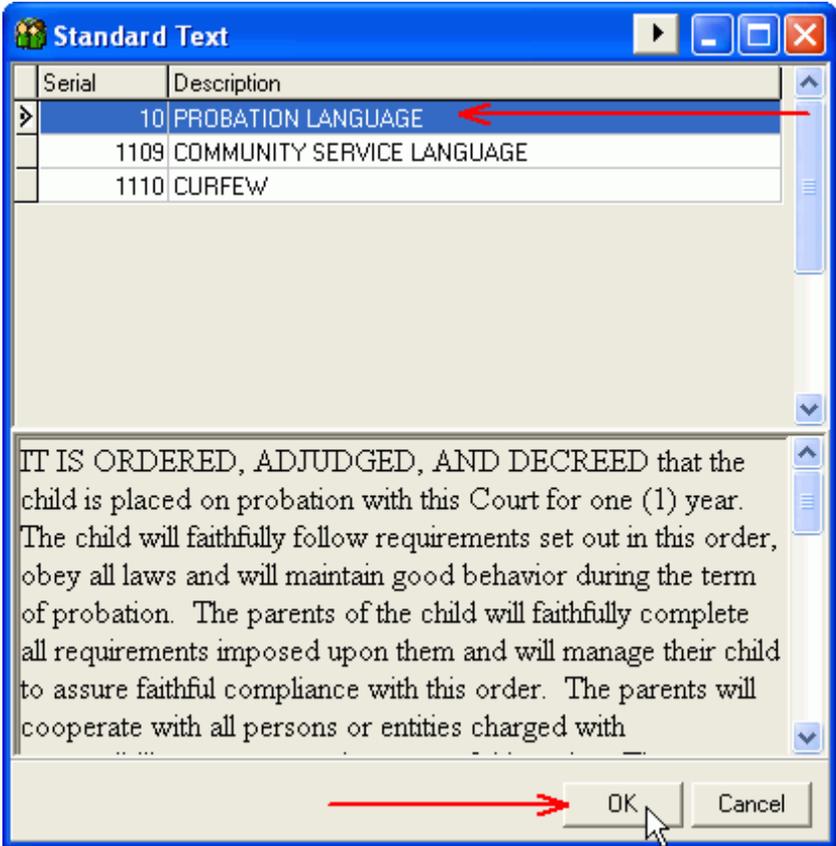
- ▶ *Step 2 - Click the down arrow next to Insert on the toolbar.*

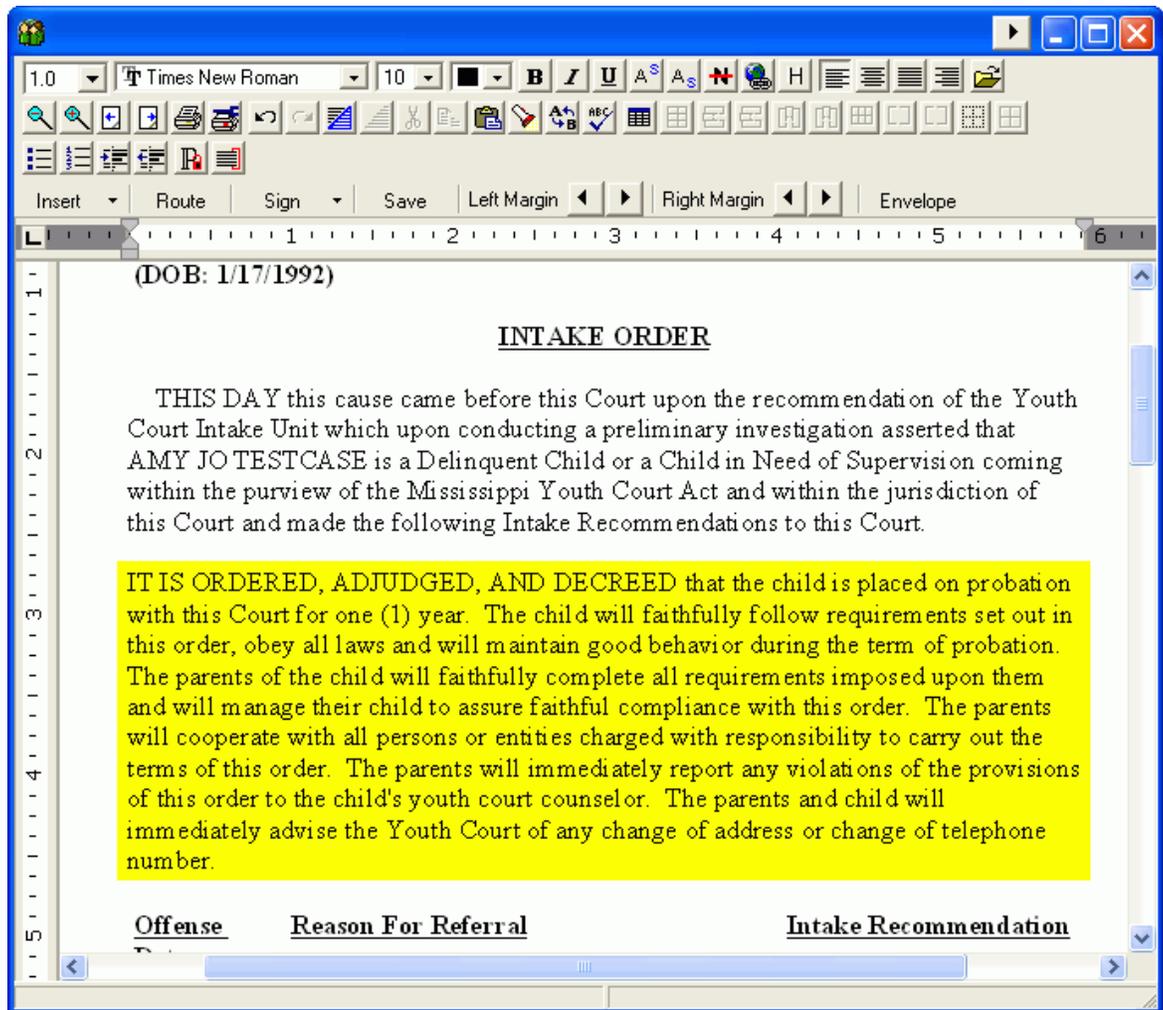


► *Step 3 - Choose Standard Text from the menu.*



► *Step 4 - Choose the Standard text to be inserted and click OK.*



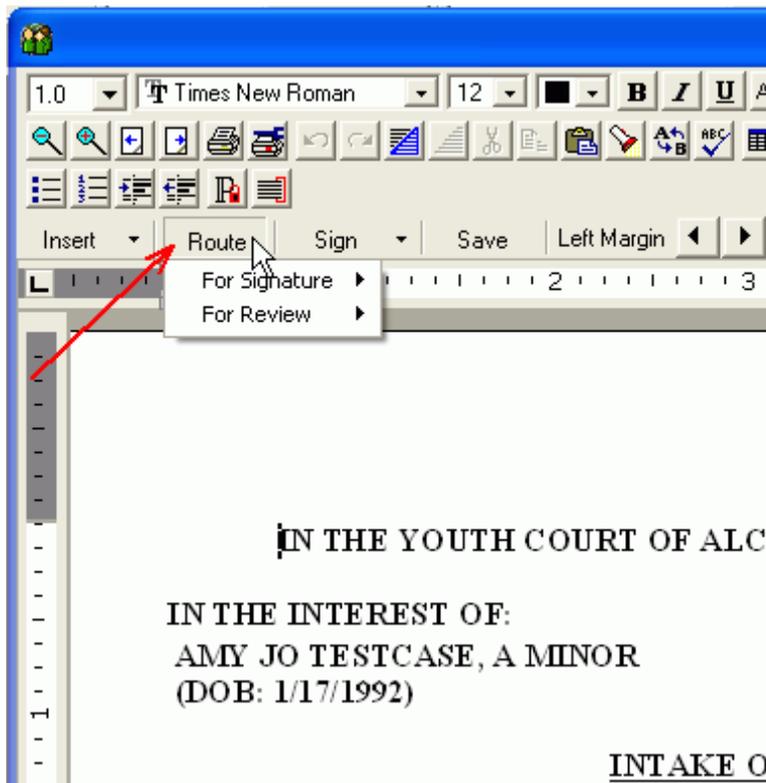


23.3 - Routing Documents

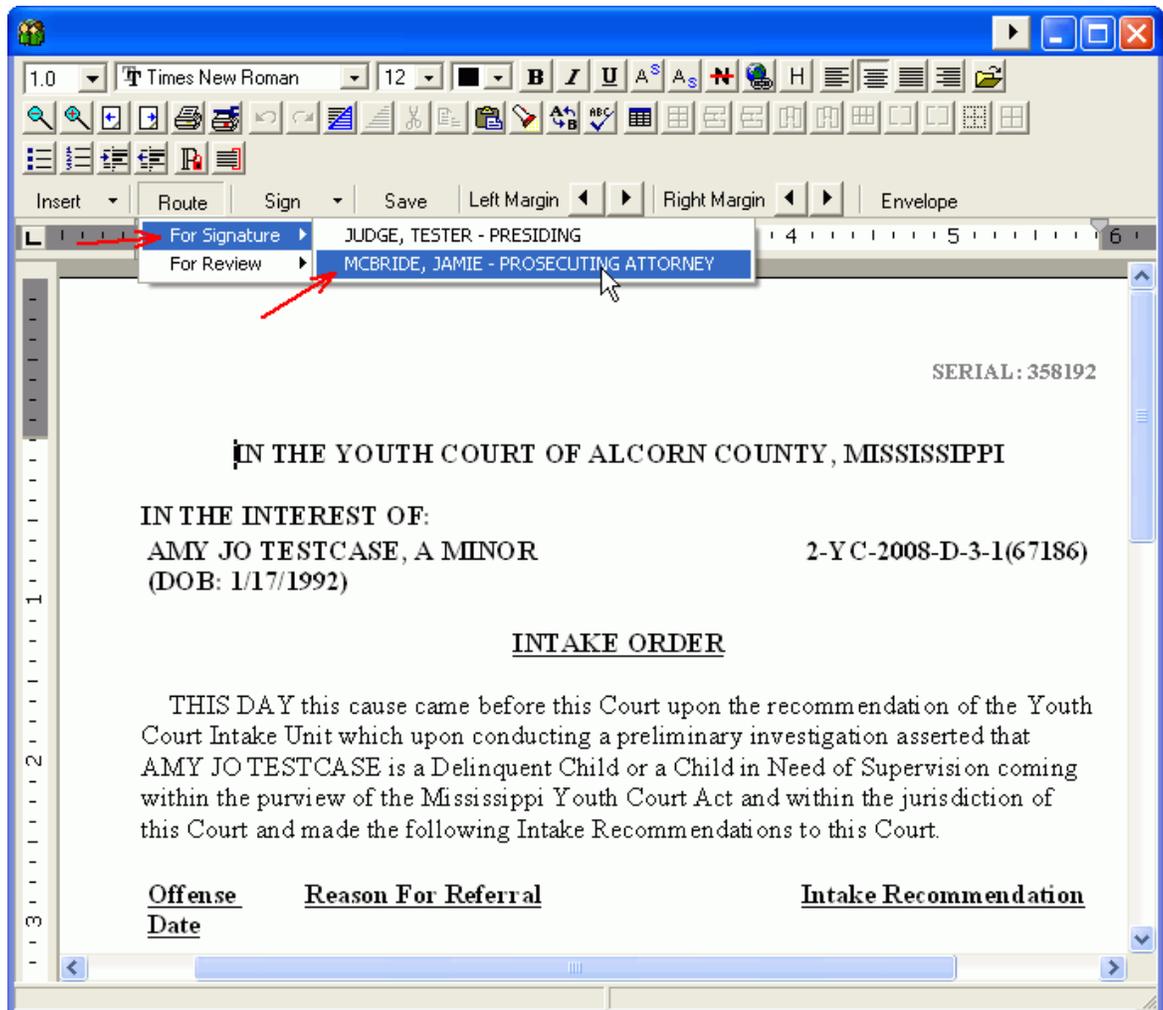
Type your drop-down text here.

23.3 - Routing Documents

- ▶ *Step 1 - Within the MYCIDS Word Processor, click on the Route button.*



- ▶ *Step 2 - Choose For Review or For Signature and select the appropriate person to receive the document.*

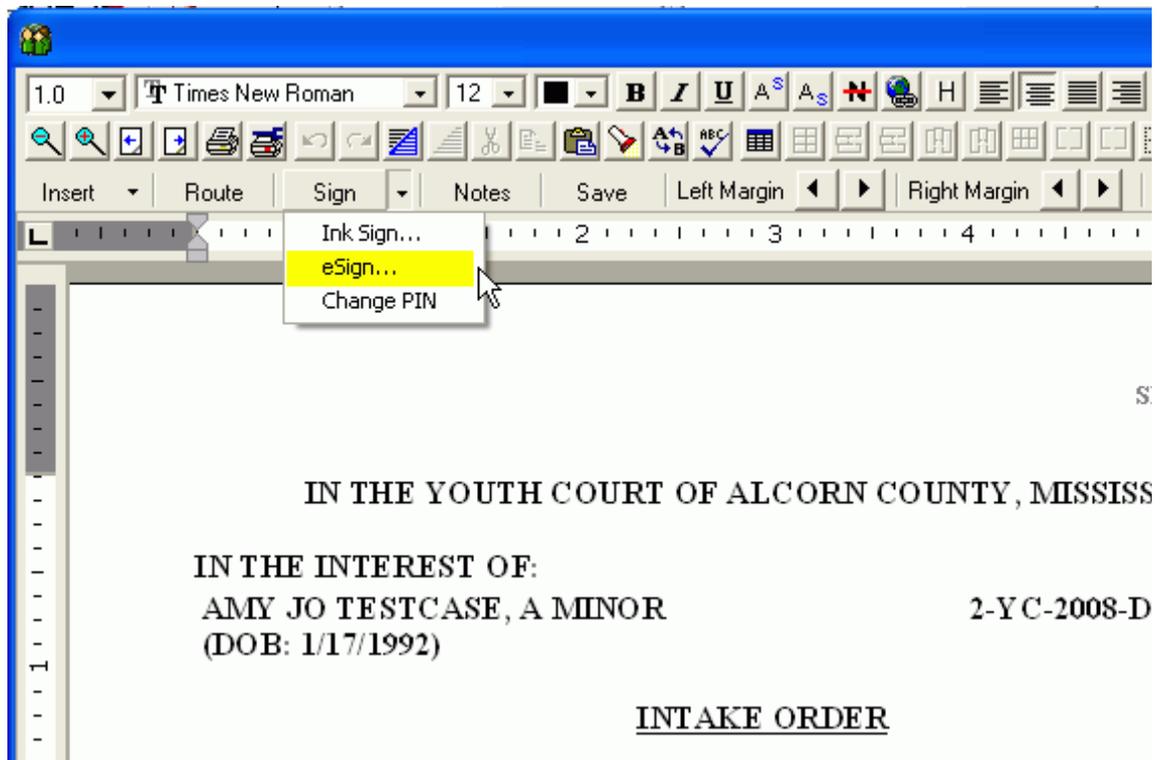


23.4 - Electronic Signing

Type your drop-down text here.

23.4 - Electronic Signing

- ▶ **Step 1 - Insert the USB Signature Key into the USB port of the computer.**
- ▶ *Step 2 - While the document is opened in the word processor, click the down arrow next to the sign button and choose esign.*



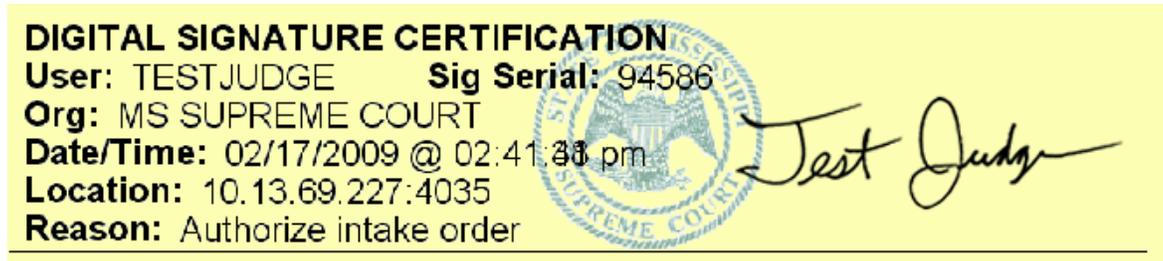
- ▶ *Step 3 - Choose Yes in the confirm window to proceed.*



► *Step 4 - Enter PIN.*



The signature will look similar to the image below.

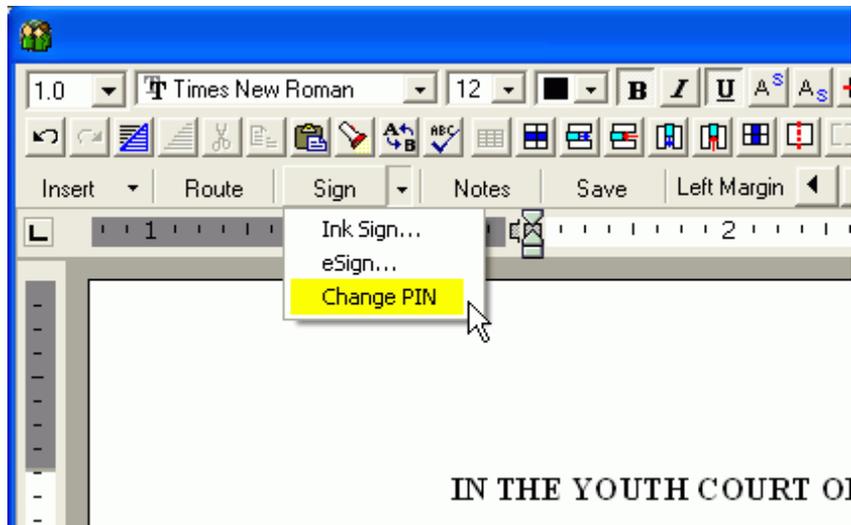


23.5 - Change PIN on Signature Key

Type your drop-down text here.

23.5 - Change PIN on Signature Key

- ▶ **Step 1 - Insert the USB Signature Key into the USB port of the computer.**
- ▶ *Step 2 - While in the word processor, click the down arrow next to the sign button and choose change PIN.*



- ▶ *Step 3 - Enter Old PIN and click OK.*



- ▶ *Step 4 - Enter new PIN and click OK.*



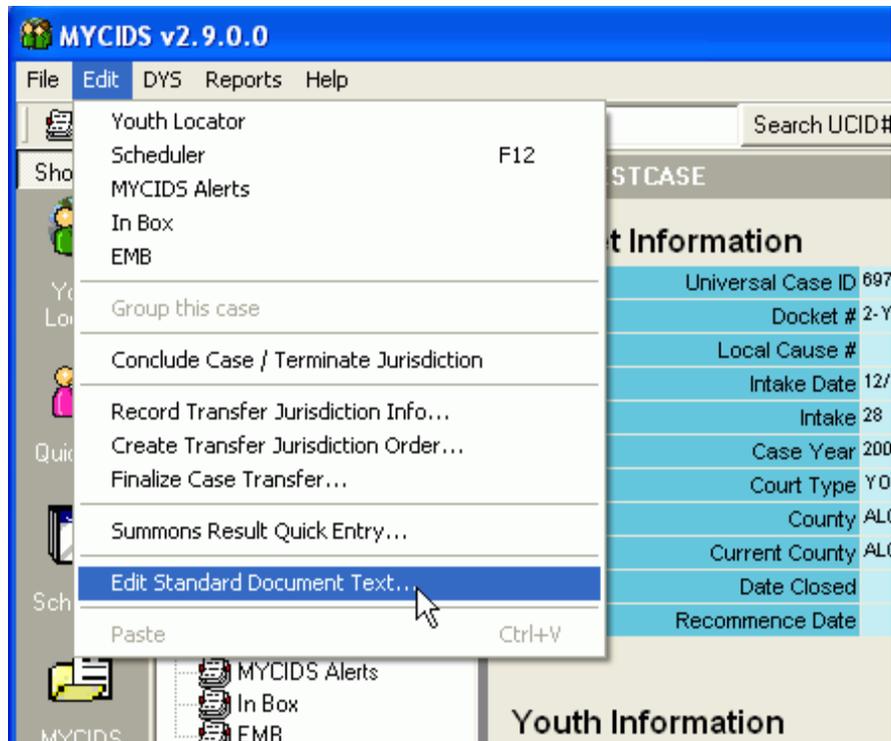
The following will appear when the PIN has been changed.



24.0 - Standard Text

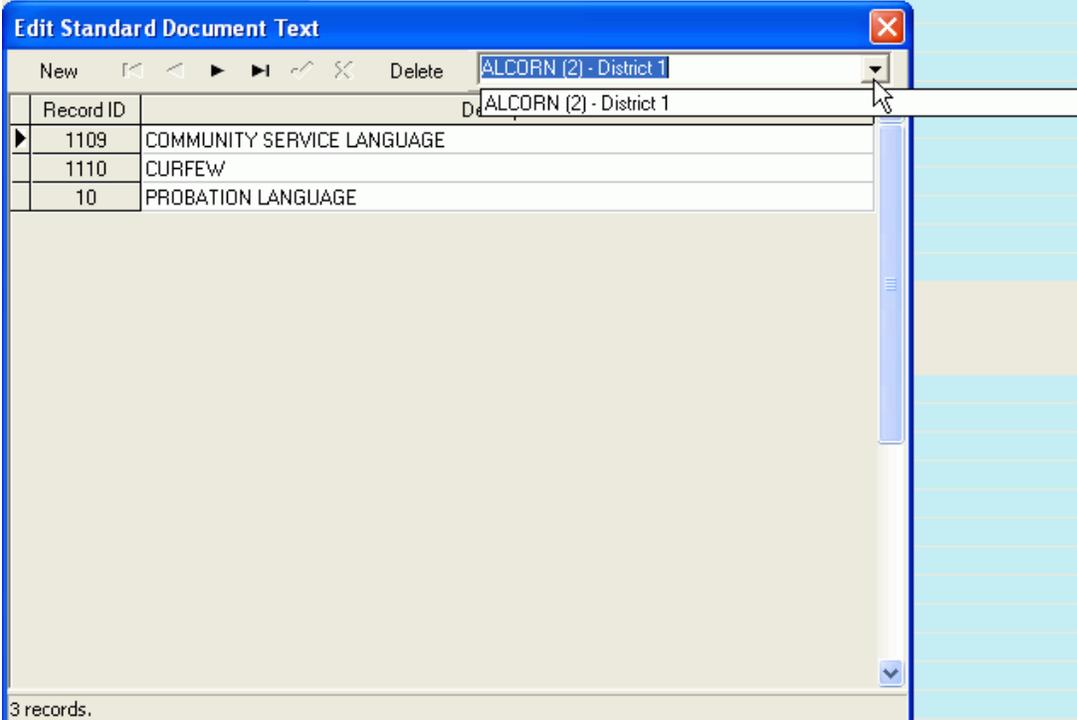
Creating Standard Text

- ▶ *Step 1 - Click on the Edit menu and choose Edit Standard Document Text...*

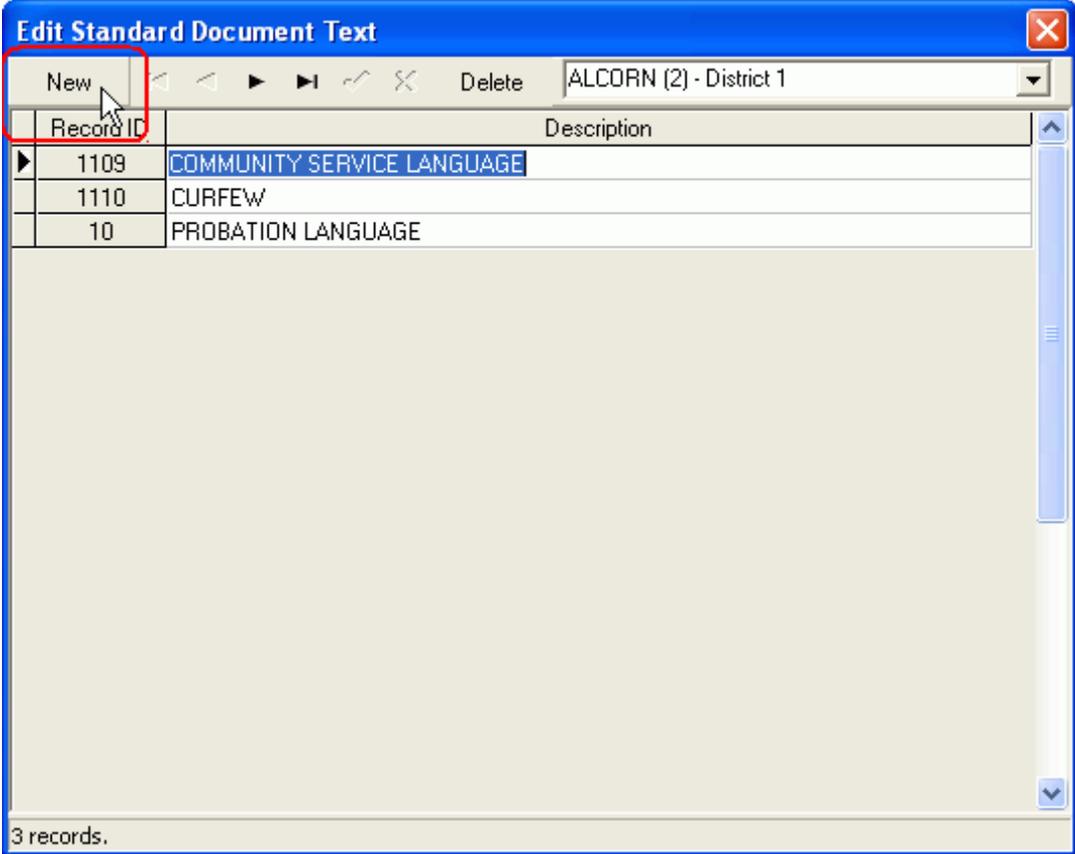


- ▶ *Step 3 - Choose the desired district.*

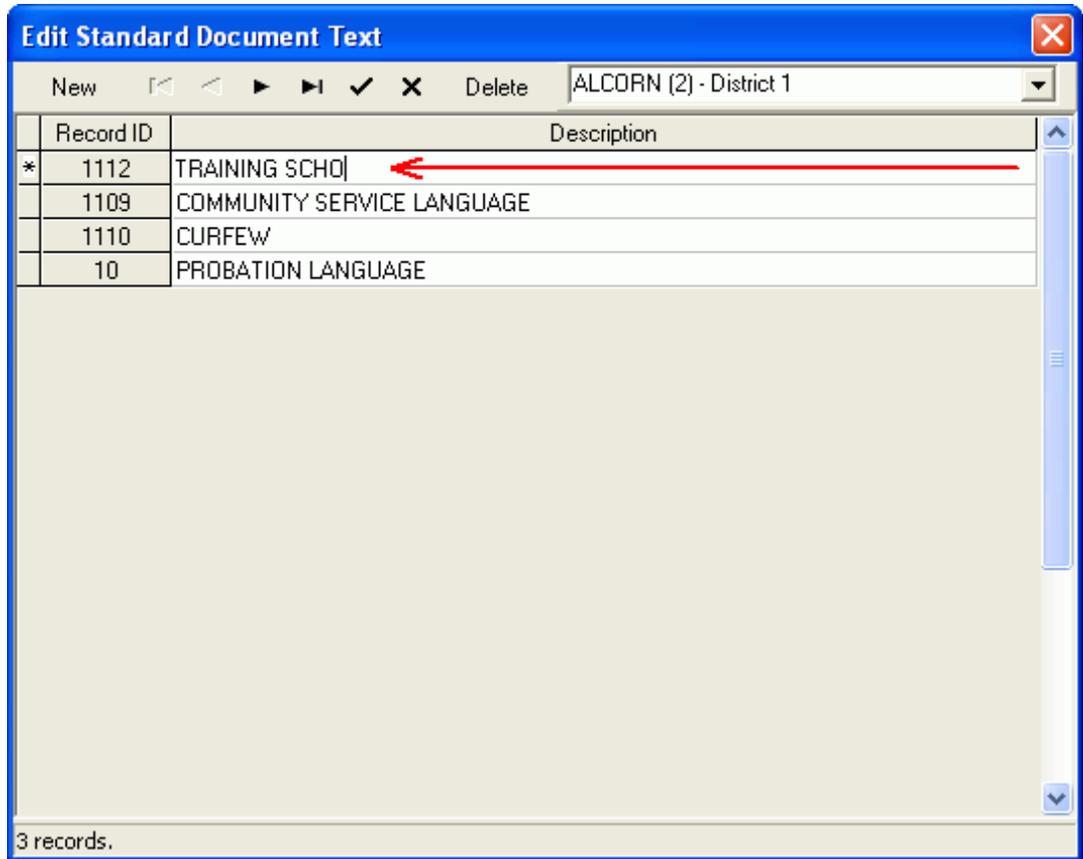
Choose the district. Depending on your individual user rights you may or may not have multiple districts to choose from.



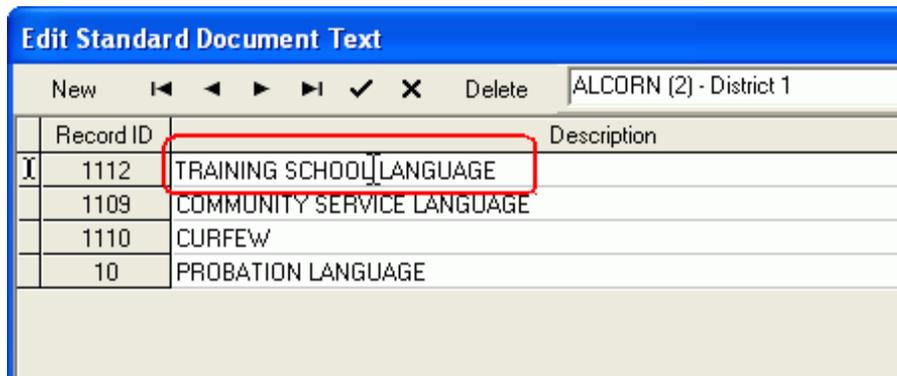
▶ *Step 4 - Click the new button.*



▶ *Step 5 - Enter title for standard text entry.*



► *Step 6 - Double-click the entered title.*



To use Standard Text (inserting into documents) - See [23.2 - Inserting Standard Text](#)

Inbox

25.0 - Inbox

The Inbox is a document routing system within MYCIDS. MYCIDS generated documents can be routed for review or signature.

This list may include the following (as shown in the image below):

- Documents that require your signature
- Documents that require your review
- Documents you routed for signature

The screenshot shows the MYCIDS Inbox interface. At the top, there are 'Refresh' and 'Print' buttons. The main heading is 'MYCIDS In Box, Wednesday, February 18, 2009'. Below this, it states '25 documents have been recorded on the General Docket and have not been reviewed.' and provides a link to 'Review these documents.'.

The following documents require your signature:

Description	Actions
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - CUSTODY CHANGE ORDER Document serial 358196 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - INTAKE ORDER Document serial 358195 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.

The following documents require your review:

Description	Actions
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - DETENTION Document serial 358197 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.

Documents that you have routed for signature:

Description
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - PETITION DOCUMENT Document serial 358198 routed to JAMIE MCBRIDE(JKM) on Wednesday, February 18, 2009

► [25.1 - Opening the Inbox](#)

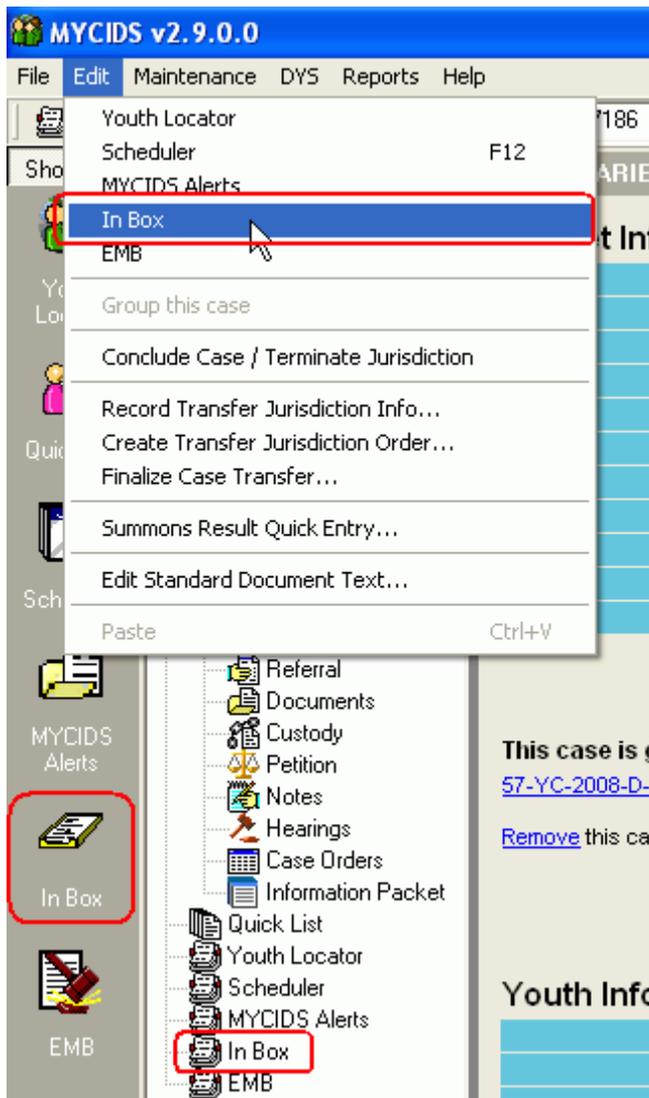
- ▶ [25.2 - Reviewing Documents](#)
- ▶ [25.3 - Opening Cases from Inbox](#)
- ▶ [25.4 - Refresh Inbox](#)
- ▶ [25.5 - Printing Inbox List](#)

25.1 - Opening the Inbox

Type your drop-down text here.

25.1 - Opening the Inbox

To open the Inbox, click on the Inbox shortcut, click on the Inbox in the case navigation panel, or choose Inbox from the Edit Menu.



25.2 - Reviewing Documents in Inbox

Type your drop-down text here.

25.2 - Reviewing Documents in Inbox

Click on the Review document link next to the case.

MYCIDS In Box, Wednesday, February 18, 2009

25 documents have been recorded on the General Docket and have not been reviewed.

[Review](#) these documents.

The following documents require your signature:

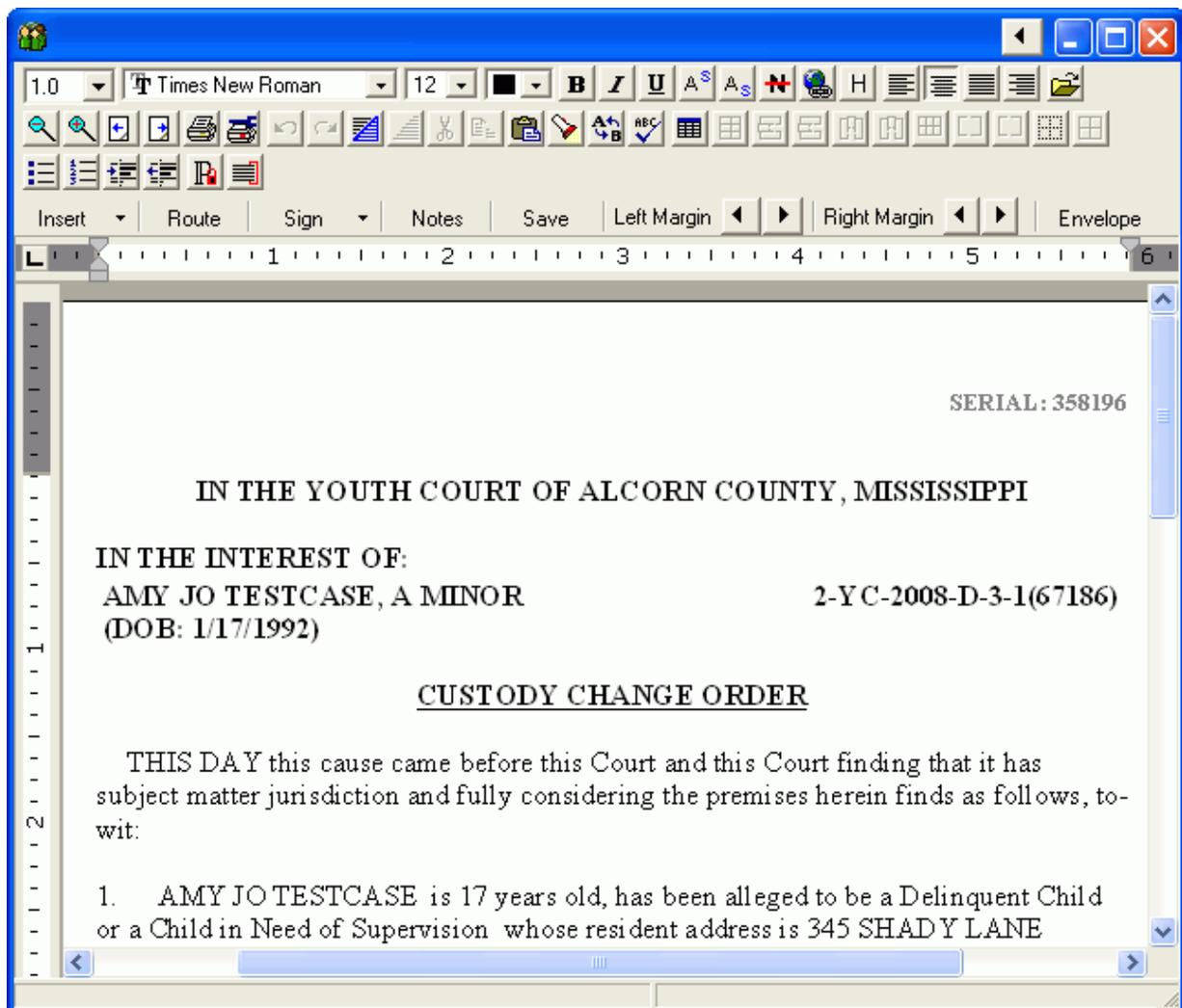
Description	Actions
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - CUSTODY CHANGE ORDER Document serial 358196 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document. 
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - INTAKE ORDER Document serial 358195 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.

The following documents require your review:

Description	Actions
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - DETENTION Document serial 358197 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.



The document will open in the MYCIDS word processor.



- ▶ Electronically Sign Documents (See 23.4 - Electronic Signing)

25.3 - Opening Cases from Inbox

Type your drop-down text here.

25.3 - Opening Cases from Inbox

Click on the case link to open the case.

MYCIDS In Box, Wednesday, February 18, 2009

25 documents have been recorded on the General Docket and have not been reviewed.

[Review](#) these documents.

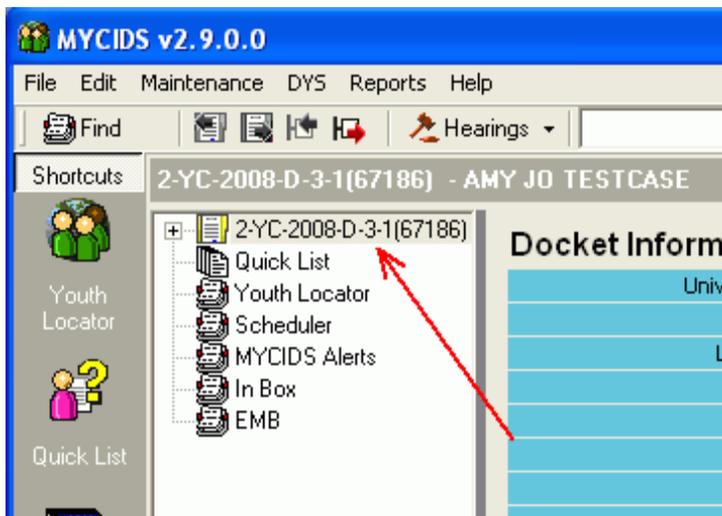
The following documents require your signature:

Description	Actions
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - CUSTODY CHANGE ORDER Document serial 358196 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - INTAKE ORDER Document serial 358195 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.

The following documents require your review:

Description	Actions
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - DETENTION Document serial 358197 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.

The case opens in the case navigation panel.

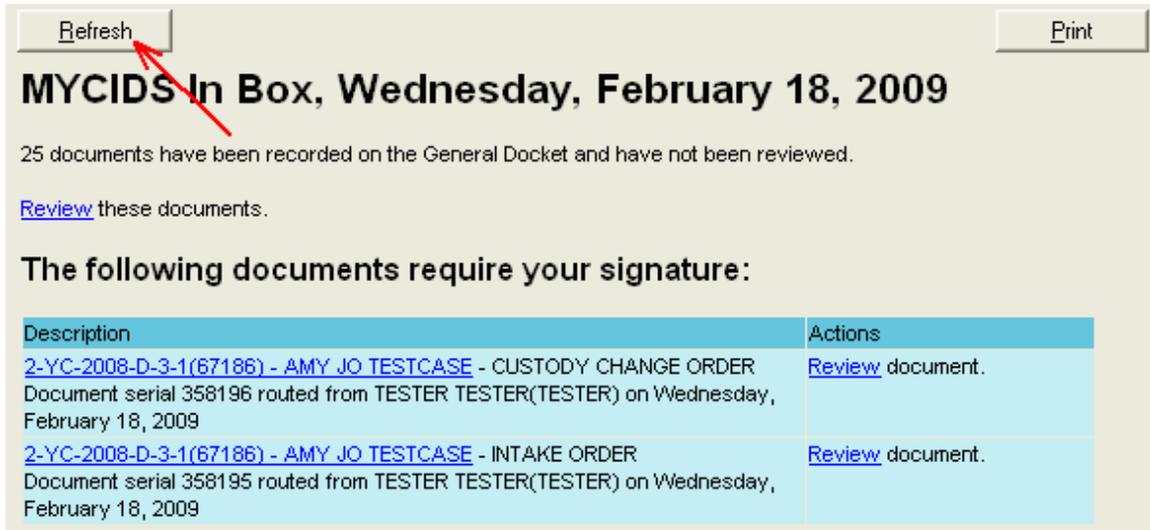


25.4 - Refresh Inbox

Type your drop-down text here.

25.4 - Refresh Inbox

Click the refresh button.



The screenshot shows a web interface for 'MYCIDS In Box, Wednesday, February 18, 2009'. At the top left is a 'Refresh' button with a red arrow pointing to it, and at the top right is a 'Print' button. Below the title, a message states: '25 documents have been recorded on the General Docket and have not been reviewed. [Review](#) these documents.' A section titled 'The following documents require your signature:' contains a table with two columns: 'Description' and 'Actions'.

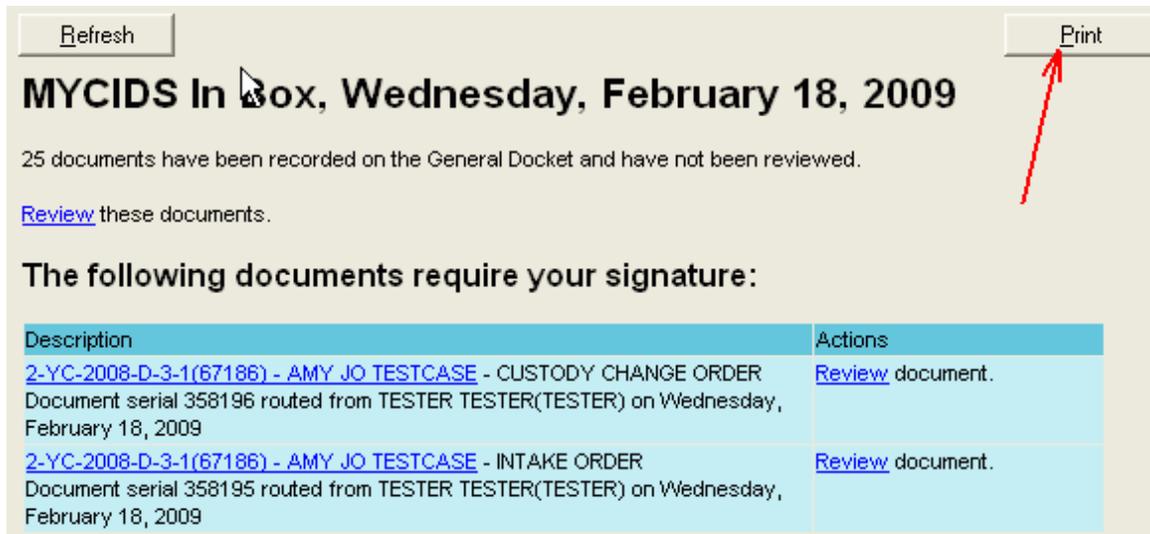
Description	Actions
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - CUSTODY CHANGE ORDER Document serial 358196 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - INTAKE ORDER Document serial 358195 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.

25.5 - Printing Inbox List

Type your drop-down text here.

25.5 - Printing Inbox List

Click the Print button.



The screenshot shows a web interface for an inbox. At the top left is a 'Refresh' button. At the top right is a 'Print' button, which is highlighted by a red arrow. The main heading is 'MYCIDS In ~~box~~, Wednesday, February 18, 2009'. Below this, it states '25 documents have been recorded on the General Docket and have not been reviewed.' and provides a link to 'Review these documents.' The section 'The following documents require your signature:' contains a table with two columns: 'Description' and 'Actions'.

Description	Actions
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - CUSTODY CHANGE ORDER Document serial 358196 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - INTAKE ORDER Document serial 358195 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.

General Docket Document Review

26.0 - General Docket Document Review

When a document is recorded to the generated document it will be added to the General Docket Document Review. From here these documents can be reviewed and registered to the Electronic Minute Book.

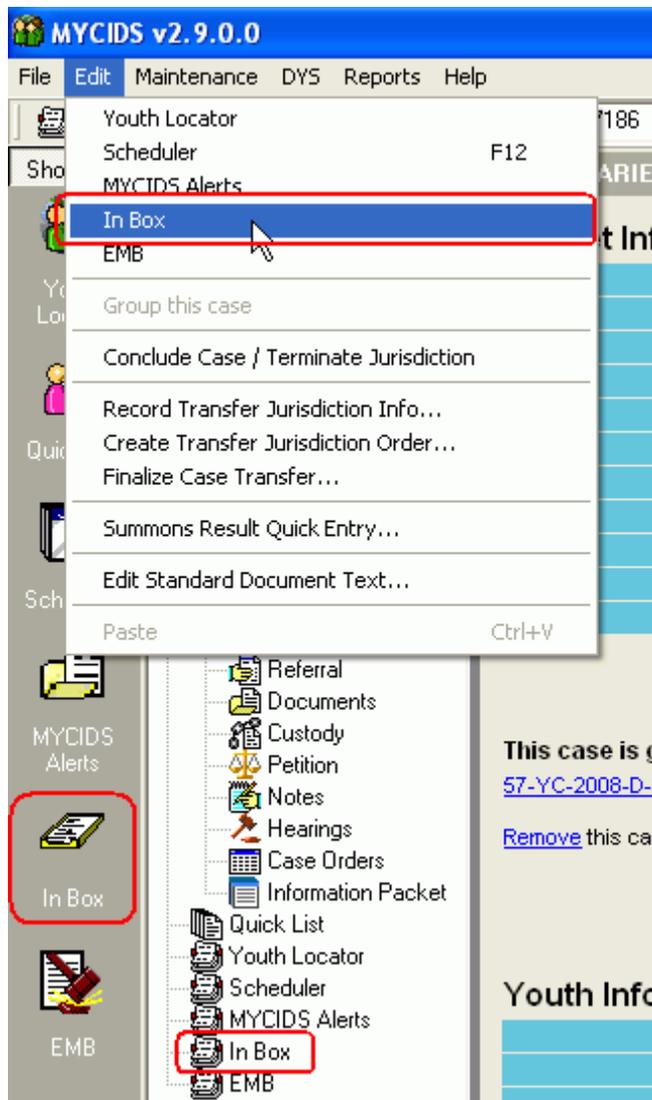
- ▶ [26.1 - Opening the General Docket Document Review](#)
- ▶ [26.2 - Viewing Documents in General Docket Document Review](#)
- ▶ [26.3 - Registering Documents to the Electronic Minute Book](#)
- ▶ [26.4 - Removing Documents from the General Docket Document Review](#)

26.1 - Opening the General Docket Document Review

Type your drop-down text here.

26.1 - Opening the General Docket Document Review

Click on the Inbox shortcut, click on the Inbox in the case navigation panel, or choose Inbox from the Edit Menu.



Choose the Review these documents link

MYCIDS In Box, Wednesday, February 18, 2009

25 documents have been recorded on the General Docket and have not been reviewed.

[Review](#) these documents.



The following documents require your signature:

Description

[2-YC-2008-D-3-1\(67186\) - AMY JO TESTCASE](#) - CUSTODY CHANGE ORDER
Document serial 358196 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009

[2-YC-2008-D-3-1\(67186\) - AMY JO TESTCASE](#) - INTAKE ORDER
Document serial 358195 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009

The following documents require your review:

Description

[2-YC-2008-D-3-1\(67186\) - AMY JO TESTCASE](#) - DETENTION
Document serial 358197 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009

The General Docket Document Review window will open.

General Docket Document Review

Remove	Register to EMB	EMB Filed Date	Date	Description	Hearing Desc
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:48:46	APPOINT YOUTH ATTORNEY ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:49:25	RELEASE FROM APPOINTMENT ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:51:24	CUSTODY CHANGE ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/27/2008 11:56:27	TRANSPORT ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:53:37	DETENTION	DETENTION
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:58:13	INTAKE ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:58:21	INFORMAL ADJUSTMENT ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:59:35	PETITION DOCUMENT	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:01:47	FIRST CALL	FIRST CALL
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:08:57	CONTINUANCE GRANT ORDER	ADJUDICATIO
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:10:28	ADJUDICATION	ADJUDICATIO
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:13:10	DISPOSITION	DISPOSITION
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:20:58	RESTITUTION	RESTITUTION
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:22:15	CONTEMPT	CONTEMPT
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:23:37	OTHER	OTHER
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:25:20	POST DISPOSITION REVIEW	POST DISPOS

Show Summons Documents

Documents that have been recorded on the General Docket but have not been reviewed are shown above. After you review each document mark it reviewed in the above list, by clicking on the Remove checkbox. To add a document to the Electronic Minute Book, mark it for Registration and assign it a Filing Date. When finished, click OK.

ACTIONS

[Download](#) and view the selected document.
[Edit Notes](#) for the selected document.

OK Cancel

26.2 - Viewing Documents in General Docket Document Review

Type your drop-down text here.

26.2 - Viewing Documents in General Docket Document Review

Click on the desired document in the list, and choose Download and view the selected document.

The screenshot shows a window titled "General Docket Document Review" with a table of documents. A red arrow points from the "Download" link in the "ACTIONS" section to the "DETENTION" row in the table.

Remove	Register to EMB	EMB Filed Date	Date	Description	Hearing Desc
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:48:46	APPOINT YOUTH ATTORNEY ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:49:25	RELEASE FROM APPOINTMENT ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:51:24	CUSTODY CHANGE ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/27/2008 11:56:27	TRANSPORT ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:53:37	DETENTION	DETENTION
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:58:13	INTAKE ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:58:21	INFORMAL ADJUSTMENT ORDER	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 10:59:35	PETITION DOCUMENT	N/A
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:01:47	FIRST CALL	FIRST CALL
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:08:57	CONTINUANCE GRANT ORDER	ADJUDICATIO
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:10:28	ADJUDICATION	ADJUDICATIO
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:13:10	DISPOSITION	DISPOSITION
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:20:58	RESTITUTION	RESTITUTION
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:22:15	CONTEMPT	CONTEMPT
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:23:37	OTHER	OTHER
<input type="checkbox"/>	<input type="checkbox"/>		10/09/2008 11:25:20	POST DISPOSITION REVIEW	POST DISPOS

Show Summons Documents

Documents that have been recorded on the General Docket but have not been reviewed are shown above. After you review each document mark it reviewed in the above list, by clicking on the Remove checkbox. To add a document to the Electronic Minute Book, mark it for Registration and assign it a Filing Date. When finished, click OK.

ACTIONS

[Download](#) and view the selected document.
[Edit Name](#) for the selected document.

OK Cancel

26.3 - Registering Documents to the Electronic Minute Book

Type your drop-down text here.

26.3 - Registering Documents to the Electronic Minute Book

- ▶ *Step 1 - Click Register to EMB next to the documents to send to the Electronic Minute Book.*

General Docket Document Review						
	Remove		Register to EMB	EMB Filed Date	Date	Description
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:48:46	APPOINT YOUTH ATT
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:49:25	RELEASE FROM APPC
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:51:24	CUSTODY CHANGE O
	<input type="checkbox"/>		<input type="checkbox"/>		10/27/2008 11:56:27	TRANSPORT ORDER
	<input type="checkbox"/>		<input checked="" type="checkbox"/>	02/18/2009	10/09/2008 10:53:37	DETENTION
	<input type="checkbox"/>		<input checked="" type="checkbox"/>	02/18/2009	10/09/2008 10:58:13	INTAKE ORDER
I	<input type="checkbox"/>		<input checked="" type="checkbox"/>	02/18/2009	10/09/2008 10:58:21	INFORMAL ADJUSTMI
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:59:35	PETITION DOCUMENT
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:01:47	FIRST CALL
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:08:57	CONTINUANCE GRAN
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:10:28	ADJUDICATION
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:13:10	DISPOSITION
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:20:58	RESTITUTION
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:22:15	CONTEMPT
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:23:37	OTHER
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:25:20	POST DISPOSITION R

Show Summons Documents
 Documents that have been recorded on the General Docket but have not been reviewed are shown reviewed in the above list, by clicking on the Remove checkbox. To add a document to the Electronic it a Filing Date. When finished, click OK.

ACTIONS

[Download](#) and view the selected document.
[Edit Notes](#) for the selected document.

- ▶ *Step 2 - Choose a file date if different from today's date in which it defaults.*

Click in the date field for an item and a drop down arrow appears. Click the arrow to open the drop down calendar and choose the desired date.

General Docket Document Review

Remove		Register to EMB	EMB Filed Date	Date	Descr
<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:48:46	APPO
<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:49:25	RELE.
<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:51:24	CUST
<input type="checkbox"/>		<input type="checkbox"/>		10/27/2008 11:56:27	TRAN
<input type="checkbox"/>		<input checked="" type="checkbox"/>	02/18/2009	10/09/2008 10:53:37	DETE
<input type="checkbox"/>		<input checked="" type="checkbox"/>	02/18/2009	10/09/2008 10:58:13	INTAK
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	02/18/2009	10/09/2008 10:58:21	INFOF
<input type="checkbox"/>				10/09/2008 10:59:35	PETIT
<input type="checkbox"/>				10/09/2008 11:01:47	FIRST
<input type="checkbox"/>				10/09/2008 11:08:57	CONT
<input type="checkbox"/>				10/09/2008 11:10:28	ADJU
<input type="checkbox"/>				10/09/2008 11:13:10	DISPC
<input type="checkbox"/>				10/09/2008 11:20:58	REST
<input type="checkbox"/>				10/09/2008 11:22:15	CONT
<input type="checkbox"/>				10/09/2008 11:23:37	OTHE
<input type="checkbox"/>				10/09/2008 11:25:20	POST

February, 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Today: 02/18/2009

Show Summons Documents

Documents that have been recorded on the General Docket but have not been reviewed

► *Step 3 - Click OK.*

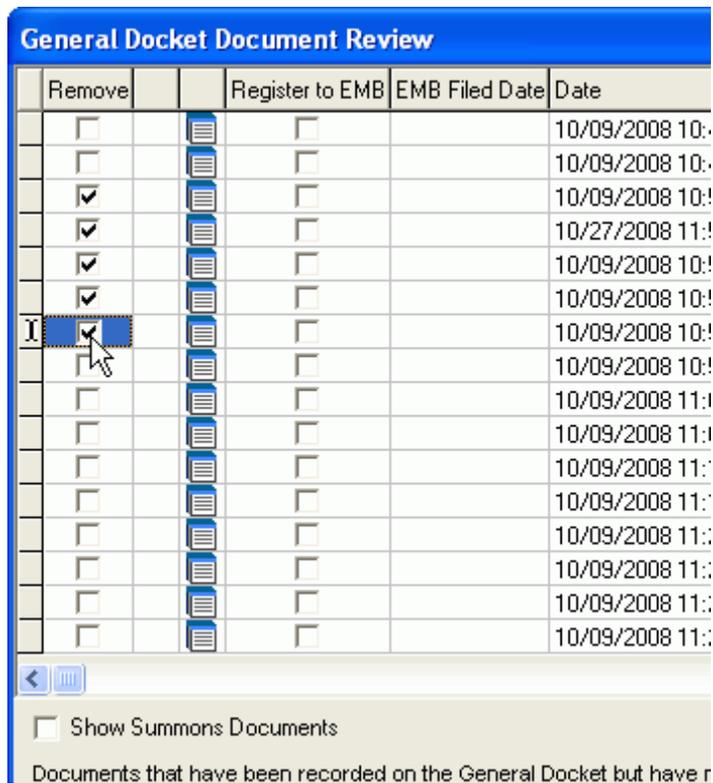


26.4 - Removing Documents from the General Docket Document Review

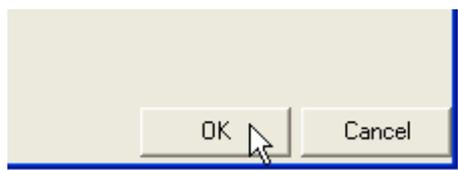
Type your drop-down text here.

26.4 - Removing Documents from the General Docket Document Review

- ▶ *Step 1 - Click the Remove check box next to the items to remove.*



- ▶ *Step 2 - Click OK to close the document review window and the items will be removed.*



Electronic Minute Book (EMB)

27.0 - Electronic Minute Book

- ▶ [27.1 - Register Documents to the minute book](#)
- ▶ [27.2 - View Status of Pending EMB documents](#)
- ▶ [27.3 - Download EMB entry](#)
- ▶ [27.4 - Print EMB entries](#)
- ▶ [27.5 - Replace EMB entry](#)
- ▶ [27.6 - Return EMB entry](#)
- ▶ [27.7 - Search the EMB](#)

27.1 - Register Documents to the minute book

Type your drop-down text here.

27.1 - Register Documents to the minute book

- ▶ Step 1: (6.1 - Opening the General Docket Document Review)
- ▶ Step 2: (26.3 - Registering Documents to the Electronic Minute Book)

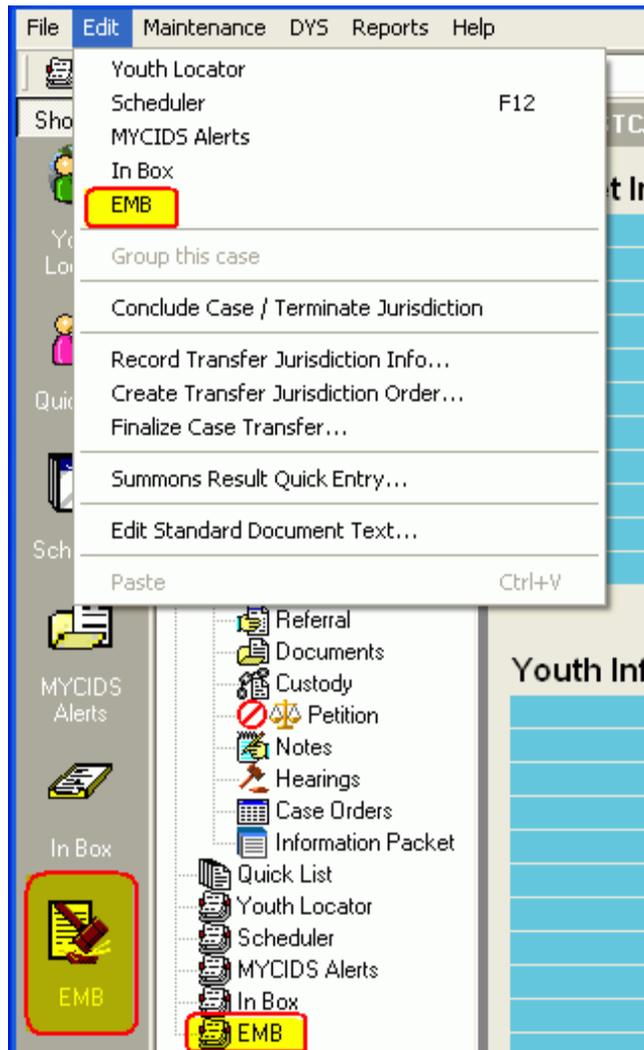
27.2 - View Status of Pending EMB documents

Type your drop-down text here.

27.2 - View Status of Pending EMB documents

- ▶ *Step 1 - Open the Electronic Minute Book (EMB).*

To open the EMB click on the EMB shortcut, click on EMB in the case navigation panel, or choose EMB from the Edit Menu.



- ▶ *Step 2 - If necessary, choose the County/District from the County/District drop down menu.*

Select County/District

- ▶ *Step 3 - Click on the "View the status of pending Electronic Minute Book documents" link.*

Refresh

Year	Book	Starting Page	Ending Page	Number of Pages	Description
▶ 2004	1	2	3	2	ENTRY LEFT INTENTIONALLY BLANK
2004	1	4	4	1	ENTRY LEFT INTENTIONALLY BLANK
2004	1	5	6	2	ENTRY LEFT INTENTIONALLY BLANK
2004	1	7	7	1	DETENTION ORDER

Select County/District

ACTIONS

[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.
[Return](#) the selected Electronic Minute Book entry to the Clerk Document Screen.
[Search](#) the Electronic Minute Book.
[View](#) the status of pending Electronic Minute Book documents.

The pending documents window opens.

EMB Pending Documents

Filed Date	Submitted Date	Description	Status
▶ 03/26/2009	03/26/2009 9:10:04 AM	ADJUDICATION	Pending
03/26/2009	03/26/2009 9:10:04 AM	CONTEMPT	Pending
03/26/2009	03/26/2009 9:10:04 AM	DISPOSITION	Pending
03/26/2009	03/26/2009 9:10:04 AM	FIRST CALL	Pending
03/26/2009	03/26/2009 9:10:04 AM	INTAKE ORDER	Pending
03/26/2009	03/26/2009 9:10:04 AM	INTAKE ORDER	Pending
03/26/2009	03/26/2009 9:10:04 AM	INTAKE ORDER	Pending
03/26/2009	03/26/2009 9:10:04 AM	RELEASE FROM APPOINTMENT ORDER	Pending

Refresh Close

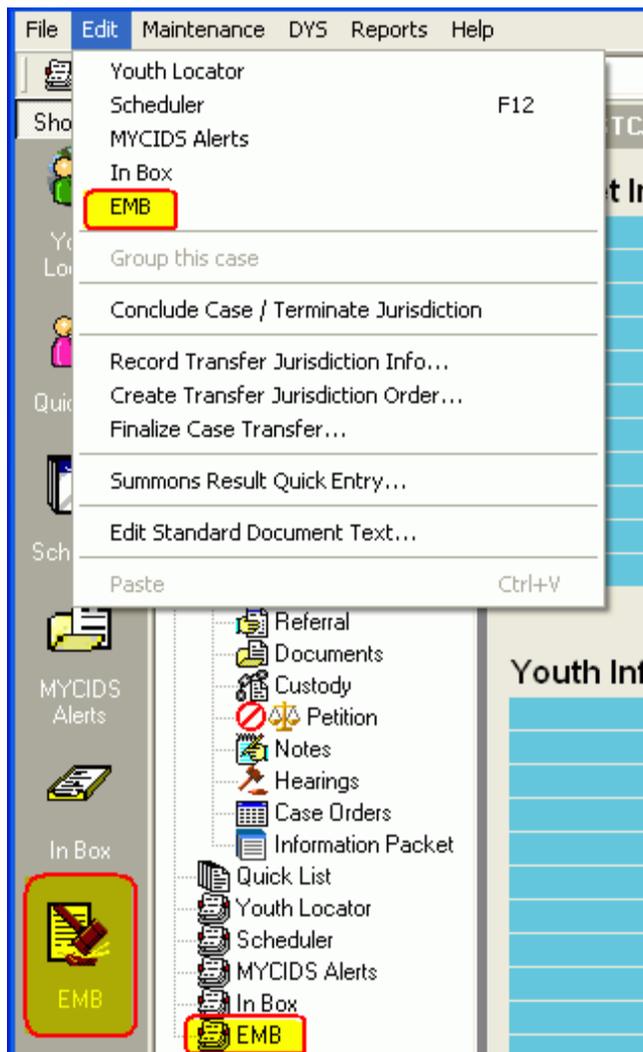
27.3 - Download EMB entry

Type your drop-down text here.

27.3 - Download EMB entry

- ▶ *Step 1 - Open the Electronic Minute Book (EMB).*

To open the EMB click on the EMB shortcut, click on EMB in the case navigation panel, or choose EMB from the Edit Menu.



- ▶ *Step 2 - If necessary, choose the County/District from the County/District drop down menu.*

Select County/District

- ▶ *Step 3 - Choose the EMB entry from the list to download.*

Refresh

Year	Book	Starting Page	Ending Page	Number of Pages	Description
2009	1	1	1	1	FIRST CALL
2009	1	2	2	1	ADJUDICATION
▶ 2009	1	3	3	1	DISPOSITION
2009	1	4	4	1	INTAKE ORDER
2009	1	5	5	1	INTAKE ORDER

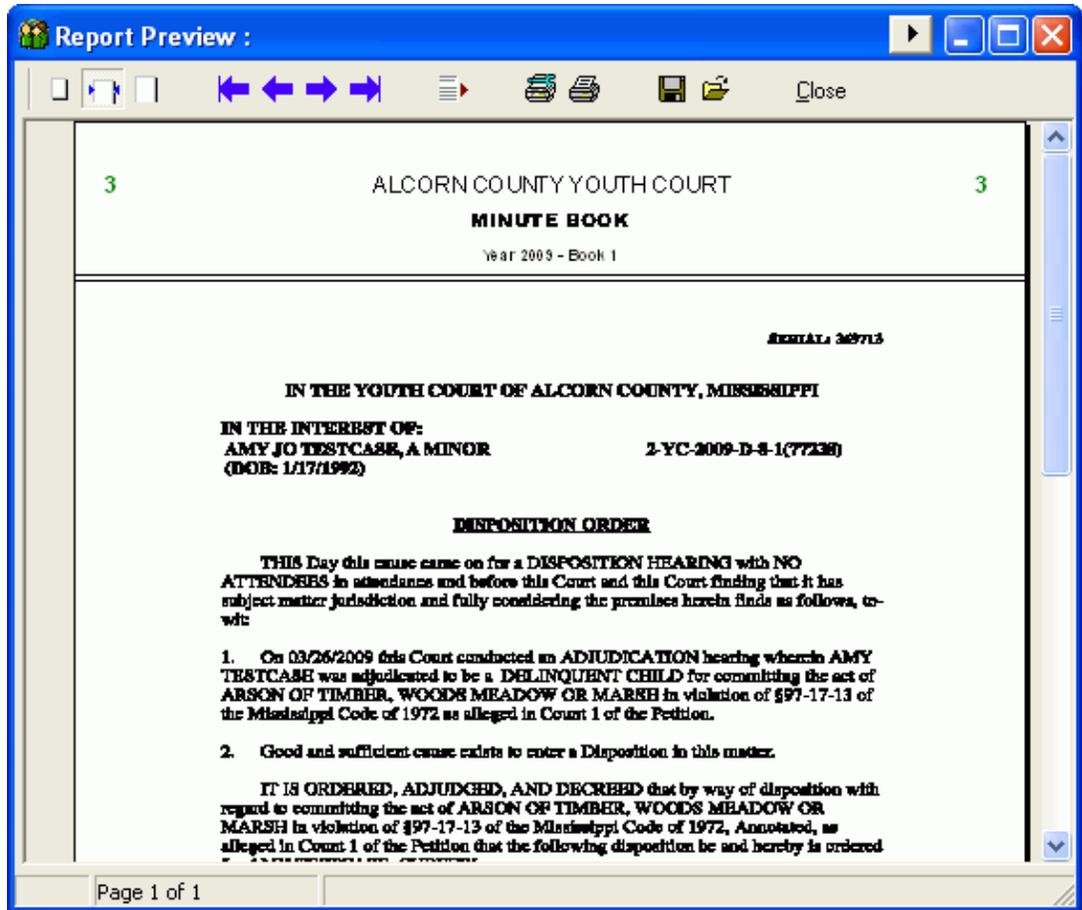
Select County/District

ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.

Click the "Download the selected Electronic Minute Book entry" from the list of actions.

ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.
[Return](#) the selected Electronic Minute Book entry to the Clerk Document Screen.
[Search](#) the Electronic Minute Book.
[View](#) the status of pending Electronic Minute Book documents.

The EMB entry opens.



- ▶ *Step 4 - Click the "Download the selected Electronic Minute Book entry" from the list of actions.*

ACTIONS

- [Download](#) the selected Electronic Minute Book entry.
- [Print](#) the selected Electronic Minute Book entry.
- [Print All](#) of the currently displayed Electronic Minute Book entries.
- [Replace](#) the selected Electronic Minute Book entry with a new document.
- [Return](#) the selected Electronic Minute Book entry to the Clerk Document Screen.
- [Search](#) the Electronic Minute Book.
- [View](#) the status of pending Electronic Minute Book documents.

The EMB entry opens.

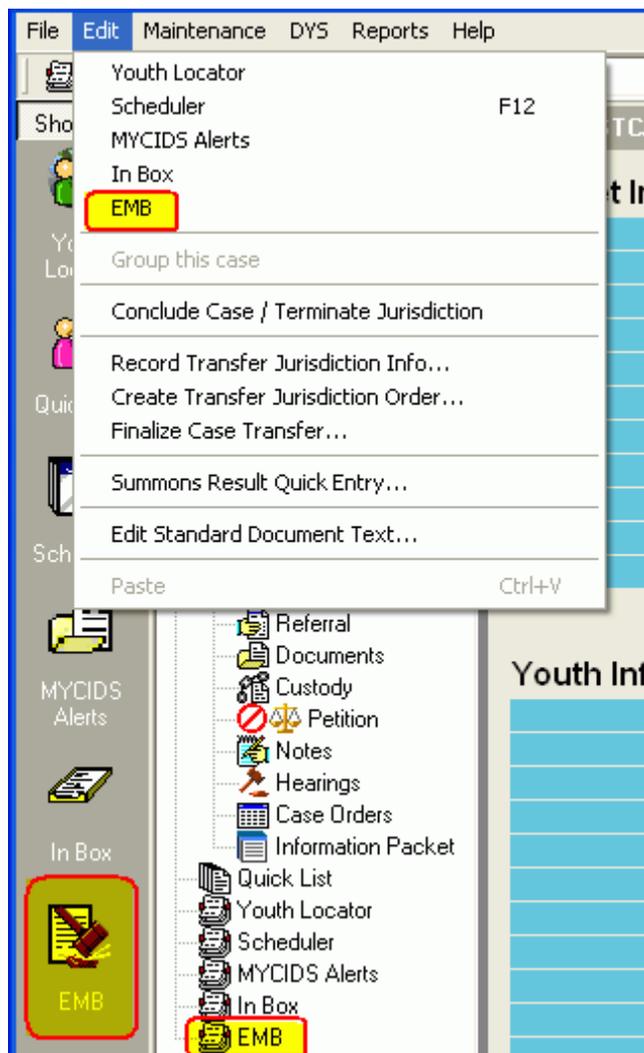
27.4 - Print EMB entries

Type your drop-down text here.

27.4 - Print EMB entries

- ▶ *Step 1 - Open the Electronic Minute Book (EMB).*

To open the EMB click on the EMB shortcut, click on EMB in the case navigation panel, or choose EMB from the Edit Menu.



- ▶ *Step 2 - If necessary, choose the County/District from the County/District drop down menu.*

Select County/District ALCORN (2) - DISTRICT 1

▶ **Step 3**

▶ *Print a single EMB entry*

Choose the EMB entry from the list to print.

Refresh

Year	Book	Starting Page	Ending Page	Number of Pages	Description
2009	1	1	1	1	FIRST CALL
2009	1	2	2	1	ADJUDICATION
▶ 2009	1	3	3	1	DISPOSITION
2009	1	4	4	1	INTAKE ORDER
2009	1	5	5	1	INTAKE ORDER

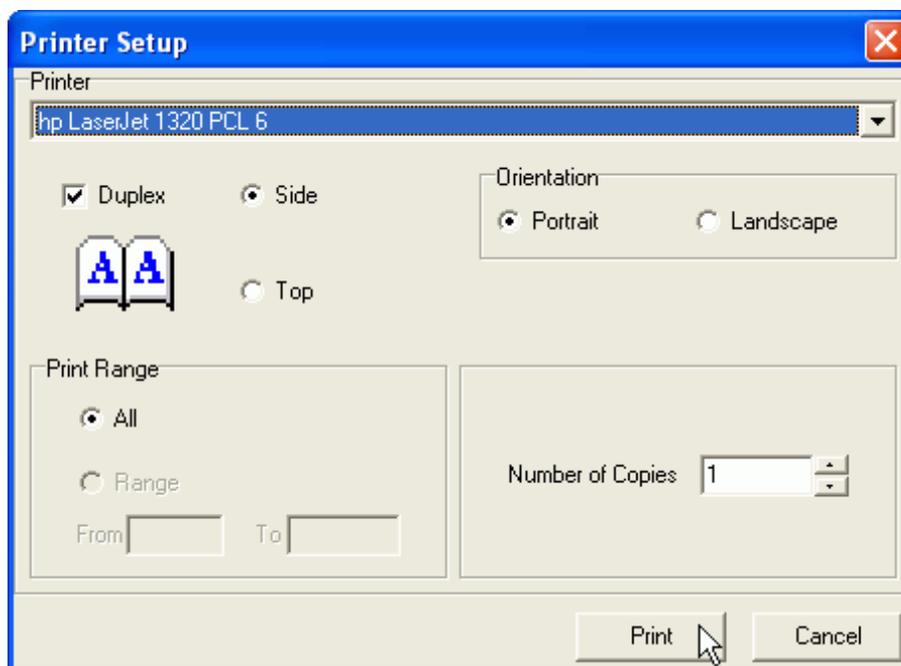
Select County/District ALCORN (2) - DISTRICT 1

ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.

Click the "Print the selected Electronic Minute Book Entry" from list of actions.

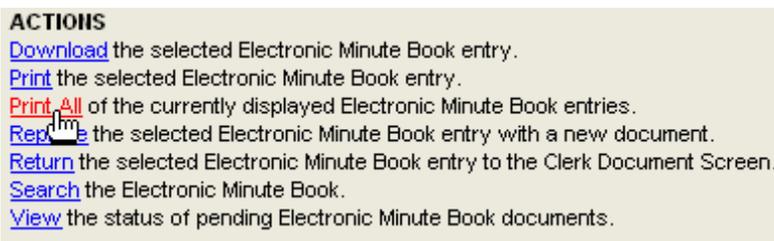
ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.
[Return](#) the selected Electronic Minute Book entry to the Clerk Document Screen.
[Search](#) the Electronic Minute Book.
[View](#) the status of pending Electronic Minute Book documents.

The Printer setup window opens. Make any desired changes and click the print button.

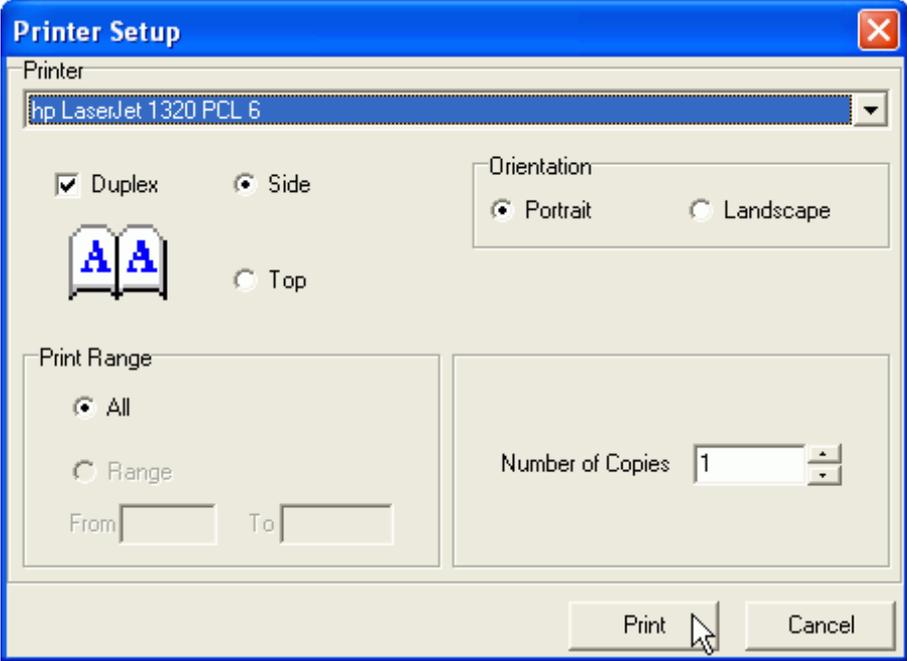


► *Print All*

Click the "Print all the currently displayed Electronic Minute Book entries" action from list of actions.



The Printer setup window opens. Make any desired changes and click the print button.



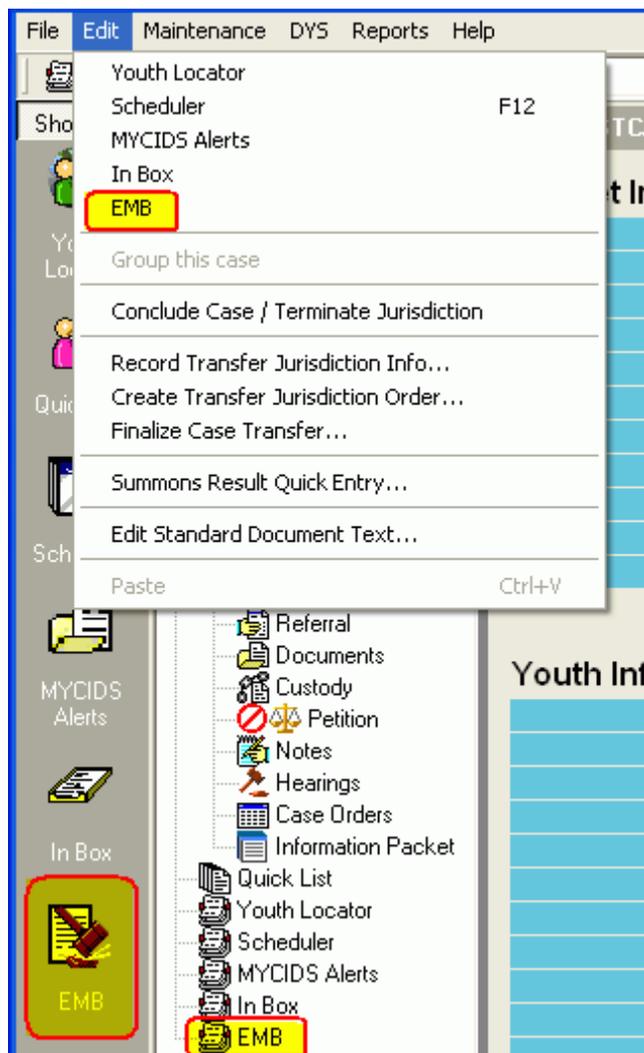
27.5 - Replace EMB entry

Type your drop-down text here.

27.5 - Replace EMB entry

- ▶ *Step 1 - Open the Electronic Minute Book (EMB).*

To open the EMB click on the EMB shortcut, click on EMB in the case navigation panel, or choose EMB from the Edit Menu.



- ▶ *Step 2 - If necessary, choose the County/District from the County/District drop down menu.*

Select County/District

▶ *Step 3 - Choose the EMB entry from the list to replace.*

Refresh

Year	Book	Starting Page	Ending Page	Number of Pages	Description
2009	1	1	1	1	FIRST CALL
2009	1	2	2	1	ADJUDICATION
▶ 2009	1	3	3	1	DISPOSITION
2009	1	4	4	1	INTAKE ORDER
2009	1	5	5	1	INTAKE ORDER

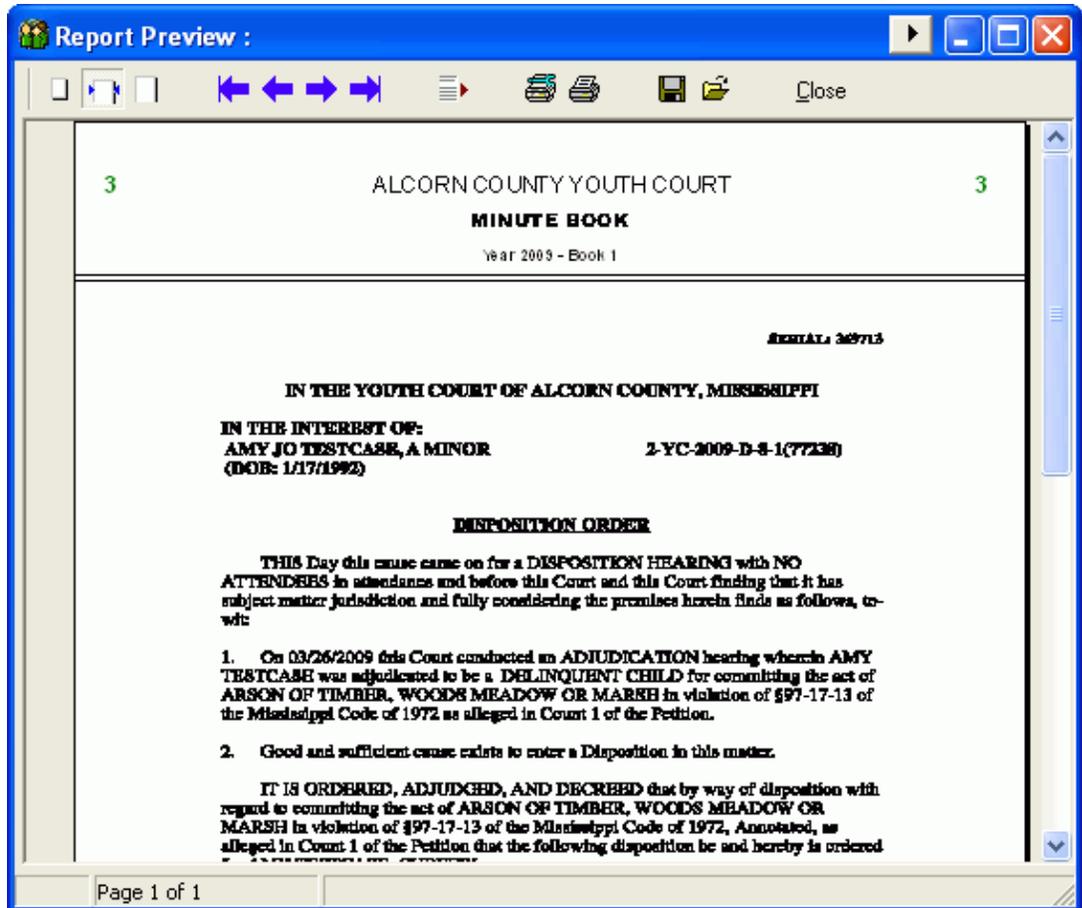
Select County/District

ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.

Click the "Download the selected Electronic Minute Book entry" from the list of actions.

ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.
[Return](#) the selected Electronic Minute Book entry to the Clerk Document Screen.
[Search](#) the Electronic Minute Book.
[View](#) the status of pending Electronic Minute Book documents.

The EMB entry opens.



Refresh

Year	Book	Starting Page	Ending Page	Number of Pages	Description
2009	1	1	1	1	FIRST CALL
2009	1	2	2	1	ADJUDICATION
2009	1	3	3	1	DISPOSITION
2009	1	4	4	1	INTAKE ORDER
2009	1	5	5	1	INTAKE ORDER

Select County/District

ACTIONS

- [Download](#) the selected Electronic Minute Book entry.
- [Print](#) the selected Electronic Minute Book entry.
- [Print All](#) of the currently displayed Electronic Minute Book entries.
- [Replace](#) the selected Electronic Minute Book entry with a new document.

- ▶ *Step 4 - Click "Replace the selected Electronic Minute Book entry with a new document" from the list of actions.*

ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.
[Return](#) the selected Electronic Minute Book entry to the Clerk Document Screen.
[Search](#) the Electronic Minute Book.
[View](#) the status of pending Electronic Minute Book documents.

► *Step 5 - Choose the document to replace with and enter a file date.*

Replace the currently selected EMB Document with..					
		Replace EMB Document	EMB Filed Date	Date	Description
I		<input checked="" type="checkbox"/>	03/26/2009	03/26/2009 10:14:24 A	DISPOSITION
		<input type="checkbox"/>		03/26/2009 10:15:50 A	INTAKE ORDER
		<input type="checkbox"/>		03/26/2009 10:15:53 A	INTAKE ORDER

Click the OK button.

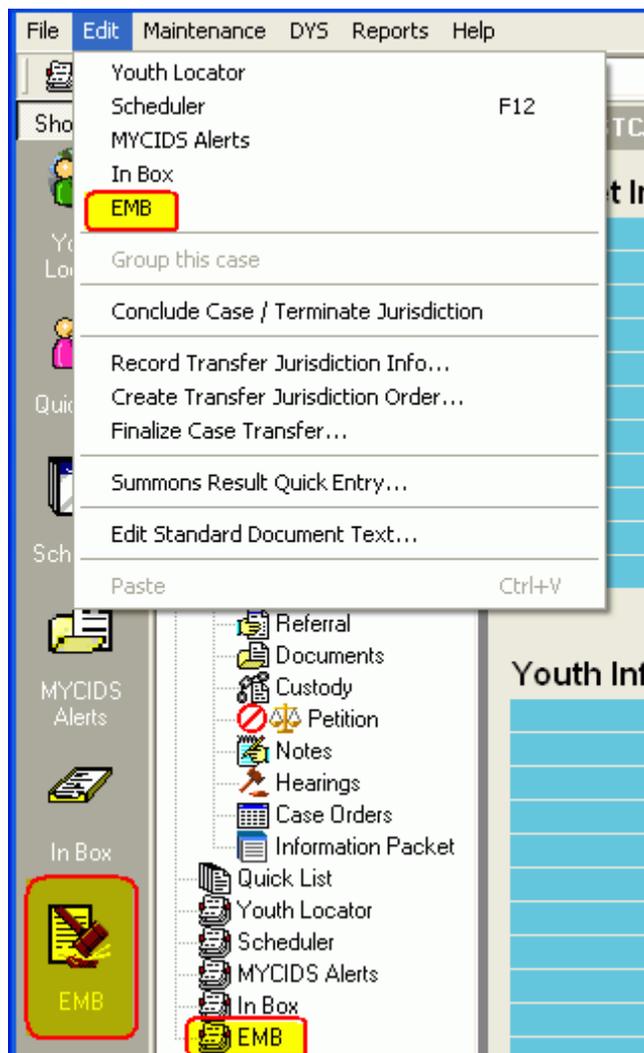
27.6 - Return EMB entry

Type your drop-down text here.

27.6 - Return EMB entry

- ▶ *Step 1 - Open the Electronic Minute Book (EMB).*

To open the EMB click on the EMB shortcut, click on EMB in the case navigation panel, or choose EMB from the Edit Menu.



- ▶ *Step 2 - If necessary, choose the County/District from the County/District drop down menu.*

Select County/District

▶ *Step 3 - Choose the EMB entry from the list to return .*

Refresh

Year	Book	Starting Page	Ending Page	Number of Pages	Description
2009	1	1	1	1	FIRST CALL
2009	1	2	2	1	ADJUDICATION
▶ 2009	1	3	3	1	DISPOSITION
2009	1	4	4	1	INTAKE ORDER
2009	1	5	5	1	INTAKE ORDER

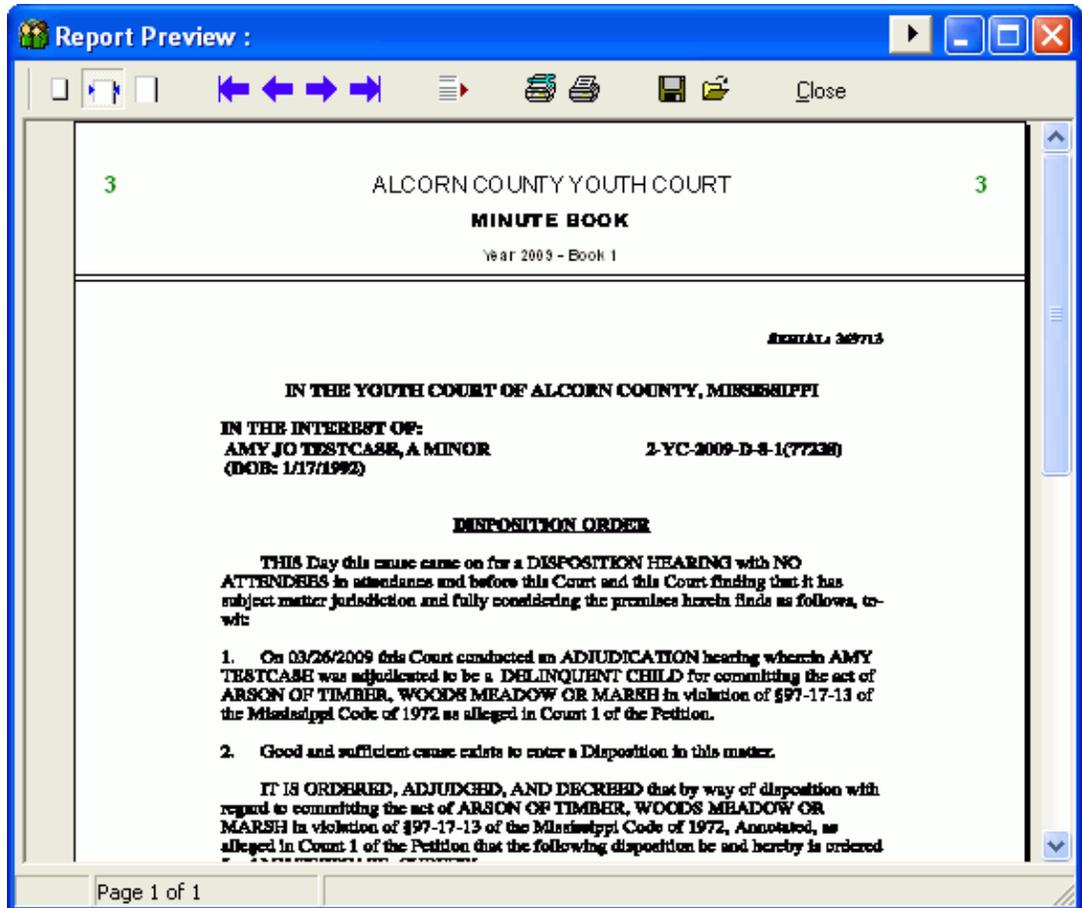
Select County/District

ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.

Click the "Download the selected Electronic Minute Book entry" from the list of actions.

ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.
[Return](#) the selected Electronic Minute Book entry to the Clerk Document Screen.
[Search](#) the Electronic Minute Book.
[View](#) the status of pending Electronic Minute Book documents.

The EMB entry opens.



Refresh

Year	Book	Starting Page	Ending Page	Number of Pages	Description
2009	1	1	1	1	FIRST CALL
2009	1	2	2	1	ADJUDICATION
2009	1	3	3	1	DISPOSITION
2009	1	4	4	1	INTAKE ORDER
2009	1	5	5	1	INTAKE ORDER

Select County/District

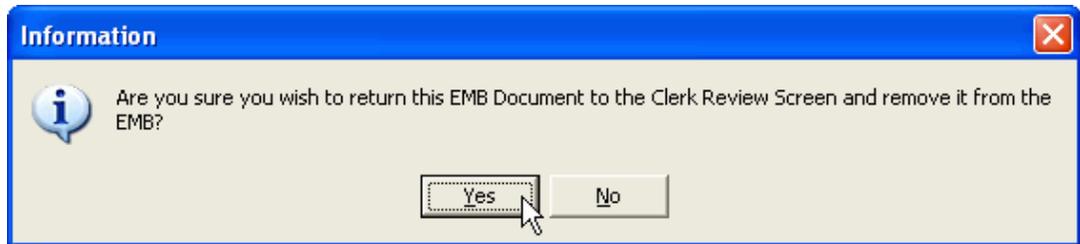
ACTIONS

- [Download](#) the selected Electronic Minute Book entry.
- [Print](#) the selected Electronic Minute Book entry.
- [Print All](#) of the currently displayed Electronic Minute Book entries.
- [Replace](#) the selected Electronic Minute Book entry with a new document.

- ▶ *Step 4 - Click "Return the selected Electronic Minute Book entry to the Clerk Document Screen" from the list of actions.*

ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Return](#) the selected Electronic Minute Book entry to the Clerk Document Screen.
[Search](#) the Electronic Minute Book.
[View](#) the status of pending Electronic Minute Book documents.

Choose Yes from the window that opens to return the selected entry.



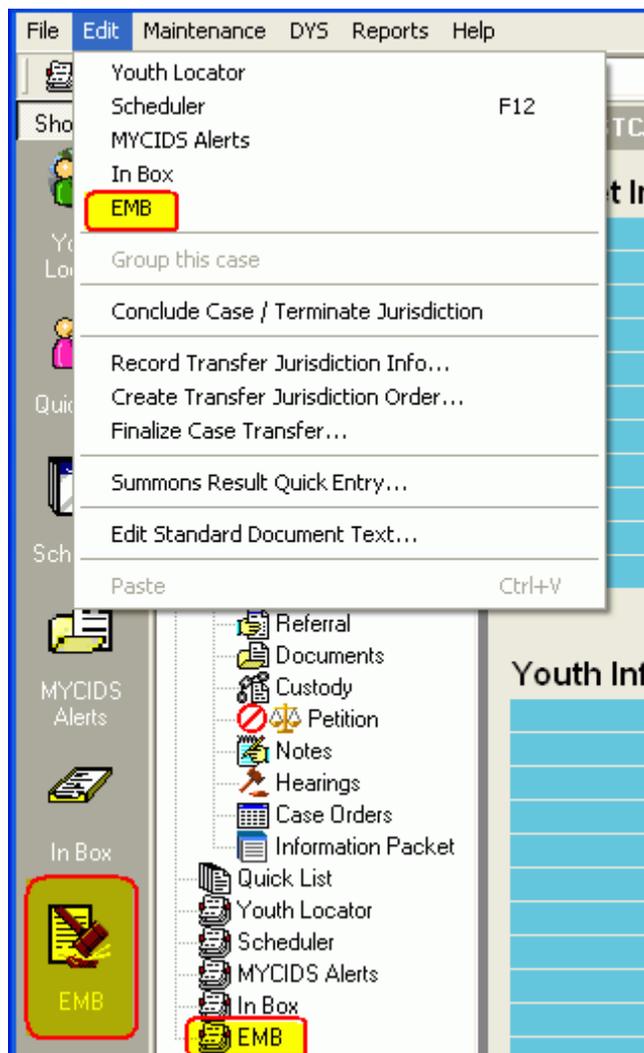
27.7 - Search the EMB

Type your drop-down text here.

27.7 - Search the EMB

- ▶ *Step 1 - Open the Electronic Minute Book (EMB).*

To open the EMB click on the EMB shortcut, click on EMB in the case navigation panel, or choose EMB from the Edit Menu.



- ▶ *Step 2 - If necessary, choose the County/District from the County/District drop down menu.*

Select County/District

- ▶ *Step 3 - Click "Search the Electronic Minute Book" from the list of actions.*

ACTIONS

- [Download](#) the selected Electronic Minute Book entry.
- [Print](#) the selected Electronic Minute Book entry.
- [Print All](#) of the currently displayed Electronic Minute Book entries.
- [Replace](#) the selected Electronic Minute Book entry with a new document.
- [Return](#) the selected Electronic Minute Book entry to the Clerk Document Screen.
- [Search](#) the Electronic Minute Book.
- [View](#) the status of pending Electronic Minute Book documents.

- ▶ *Step 4 - Choose search method and enter search criteria.*

EMB Search

Select Search Method

- Search by Year
- Search by Year, Book
- Search by Year, Book, Page
- Search by Universal Case Number
- Search by Month / Year
- Search by Month / Day / Year
- Search by From-To Dates
- Search by From-To Starting Page Number

FROM		TO	
Month:	3	Month:	3
Day:	26	Day:	26
Year:	2009	Year:	2009

- ▶ **Step 5 - Click the Search button and the EMB will be filtered based on your search criteria.**

- ▶ *To show all the current years entries again, click the reset button.*

Select County/District

Now displaying EMB entries matching this search criteria:

From Year : 2009 To Year : 2009

From Book : 1 To Book : 1

From Starting Page : 3 To Starting Page : 5

Click [Reset](#) to display the Default EMB entries.

The currently selected EMB document has been Corrected by this document: Year 2009, Book 1, Page# 9

ACTIONS

[Download](#) the selected Electronic Minute Book entry.

[Print](#) the selected Electronic Minute Book entry.

[Print All](#) of the currently displayed Electronic Minute Book entries.

[Return](#) the selected Electronic Minute Book entry to the Clerk Document Screen.

[Search](#) the Electronic Minute Book.

[View](#) the status of pending Electronic Minute Book documents.

[Reset](#) the display to the default Electronic Minute Book entries.

Scheduler

28.0 - Scheduler

The Scheduler is an electronic calendar of events. Hearings scheduled in the course of court business are reflected on the court calendar, as well as events manually added by the district staff.

The scheduler includes a calendar and a viewing area below the calendar which displays events for the date selected in the calendar

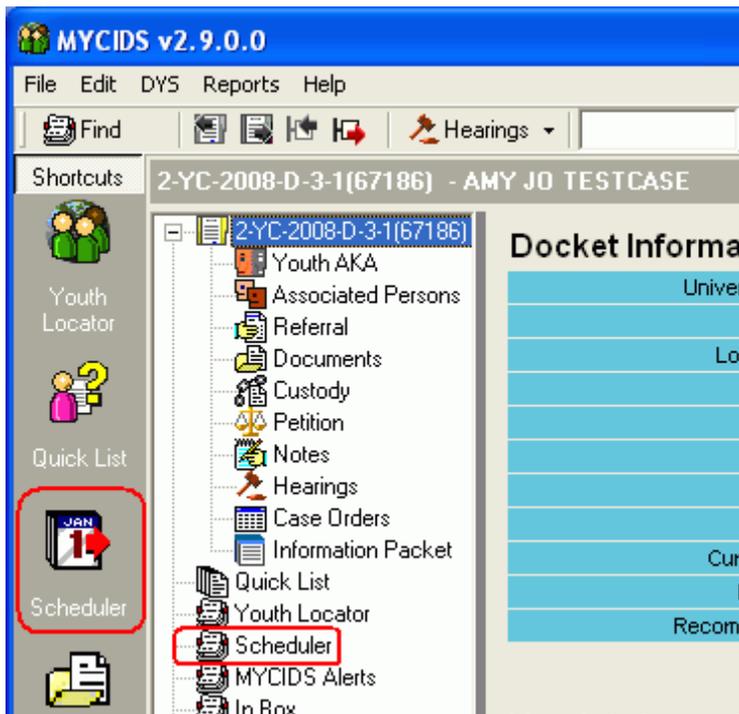
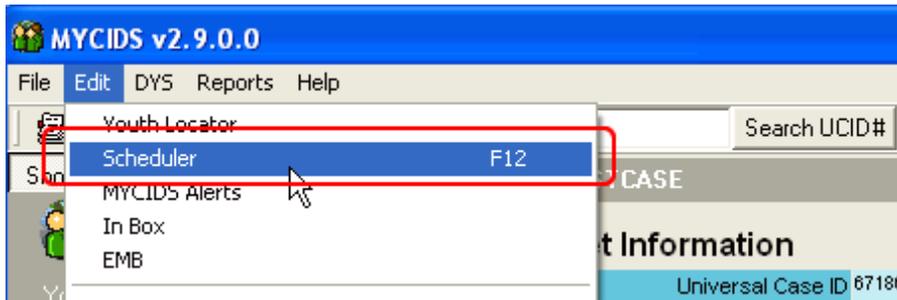
- ▶ [28.1 - Opening the Scheduler](#)
- ▶ [28.2 - Calendar Controls](#)
- ▶ [28.3 - Scheduling Hearings](#)
- ▶ [28.4 - Scheduling Events](#)
- ▶ [28.5 - Printing Calendars](#)

28.1 - Opening the Scheduler

Type your drop-down text here.

28.1 - Opening the Scheduler

To open the Scheduler, click on either the Scheduler shortcut, the Scheduler link in the case navigation panel, or choose Scheduler from the Edit Menu.



28.2 - Calendar Controls

Type your drop-down text here.

28.2 - Calendar Controls

A calendar is displayed across the top of the Scheduler screen, with the current month and date selected.

The current date is indicated by the red circle around the date. The selected date is indicated by the blue highlighting.



Select a new date by clicking on the day in the calendar.



View previous months by clicking the left arrow , and you can view upcoming months by clicking the right arrow .



Select a different month from a popup menu by clicking the month name.



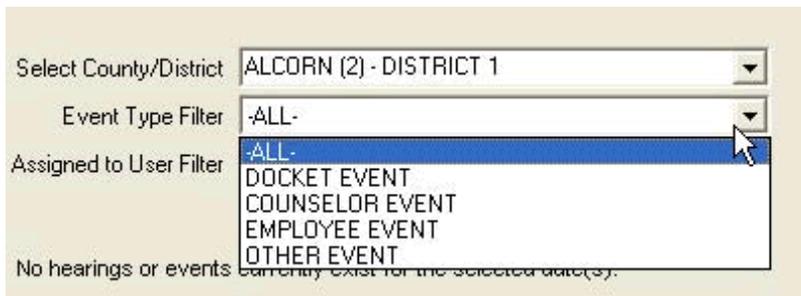
Select a different year by clicking the year to reveal a control to adjust the year number up or down.



System users who have rights in multiple counties may select the County/District schedule they wish to view. Most system users will default to one assigned county.



The Scheduler allows filtering by event type and user. After selecting from the filter drop down menus, click on the refresh button at the top of the scheduler screen to view your changes.



If you do not click the refresh button after selecting from the drop down filters, a message will appear reminding you to click refresh.

Refresh New Event Print

March, 2005								April, 2005							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	27	28	1	2	3	4	5	13						1	2
10	6	7	8	9	10	11	12	14	3	4	5	6	7	8	9
11	13	14	15	16	17	18	19	15	10	11	12	13	14	15	16
12	20	21	22	23	24	25	26	16	17	18	19	20	21	22	23
13	27	28	29	30	31			17	24	25	26	27	28	29	30
								18	1	2	3	4	5	6	7

 **Today: 3/31/2005**

Click the REFRESH button view your changes.

Select County/District: ALCORN (2) - DISTRICT 1

Event Type Filter: COUNSELOR EVENT

Assigned to User Filter: -ALL-

28.3 - Scheduling Hearings

Type your drop-down text here.

28.3 - Scheduling Hearings

Hearings are scheduled from the Hearings node. Once a hearing date is set, it will be set on the scheduler automatically. For more information, see [11.1 - Add a Hearing](#).

28.4 - Scheduling Events

Type your drop-down text here.

28.4 - Scheduling Events

- ▶ *Step 1 - From the Scheduler, Click on the New Event button.*

The screenshot shows the Scheduler interface. At the top, there are two buttons: 'Refresh' and 'New Event'. The 'New Event' button is highlighted with a red box. Below the buttons is a calendar for January and February 2009. The date 24 in February is circled in red. Below the calendar, there is a red clock icon and the text 'Today: 02/24/2009'. At the bottom, there are three dropdown menus: 'Select County/District' (ALCORN (2) - DISTRICT 1), 'Event Type Filter' (-ALL-), and 'Assigned to User Filter' (-ALL-).

January, 2009							February, 2009								
	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
53	28	29	30	31	1	2	3	5	1	2	3	4	5	6	7
1	4	5	6	7	8	9	10	6	8	9	10	11	12	13	14
2	11	12	13	14	15	16	17	7	15	16	17	18	19	20	21
3	18	19	20	21	22	23	24	8	22	23	24	25	26	27	28
4	25	26	27	28	29	30	31								

Today: 02/24/2009

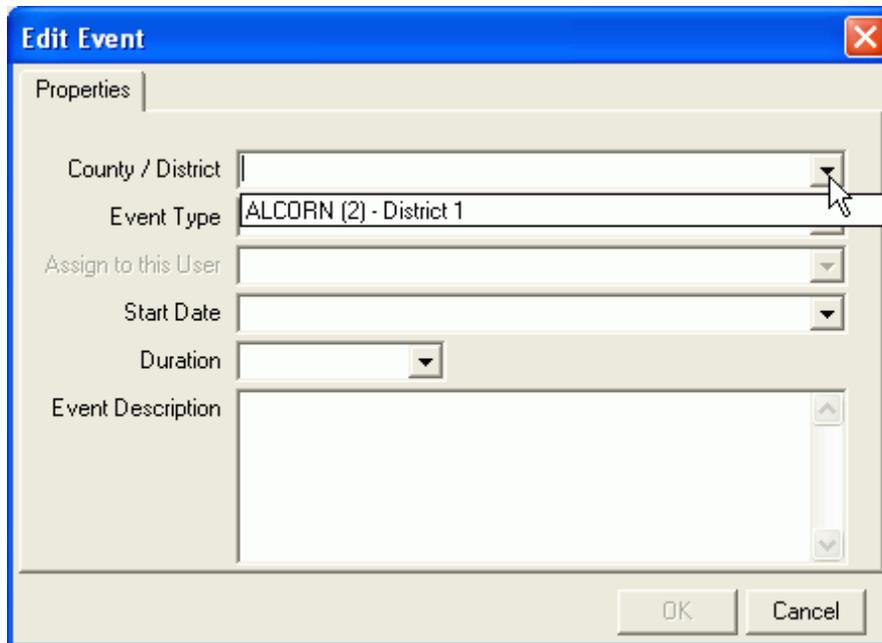
Select County/District: ALCORN (2) - DISTRICT 1

Event Type Filter: -ALL-

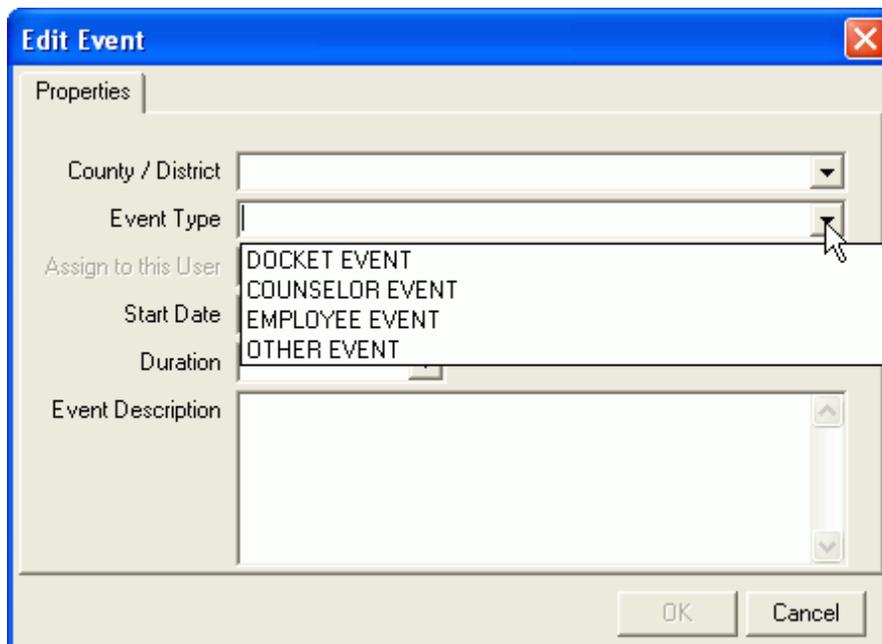
Assigned to User Filter: -ALL-

- ▶ *Step 2 - Enter Event information.*

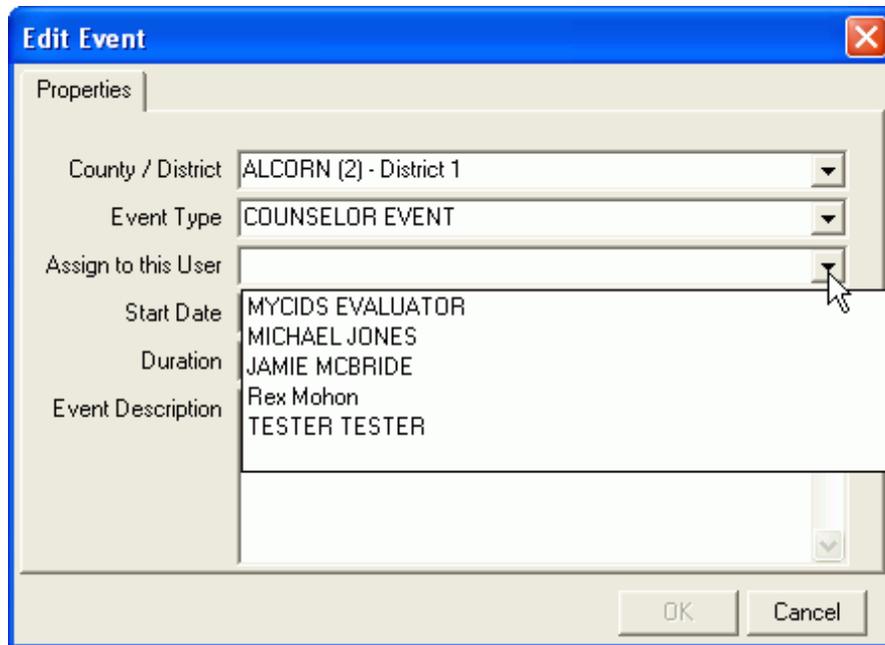
Choose the County / District from the drop down menu.



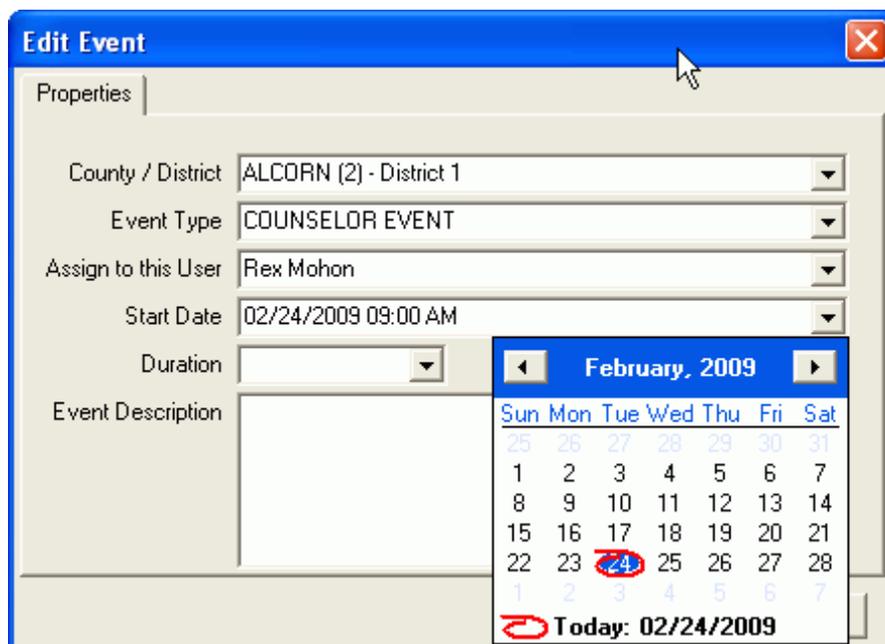
Choose the Event type from the drop down menu.



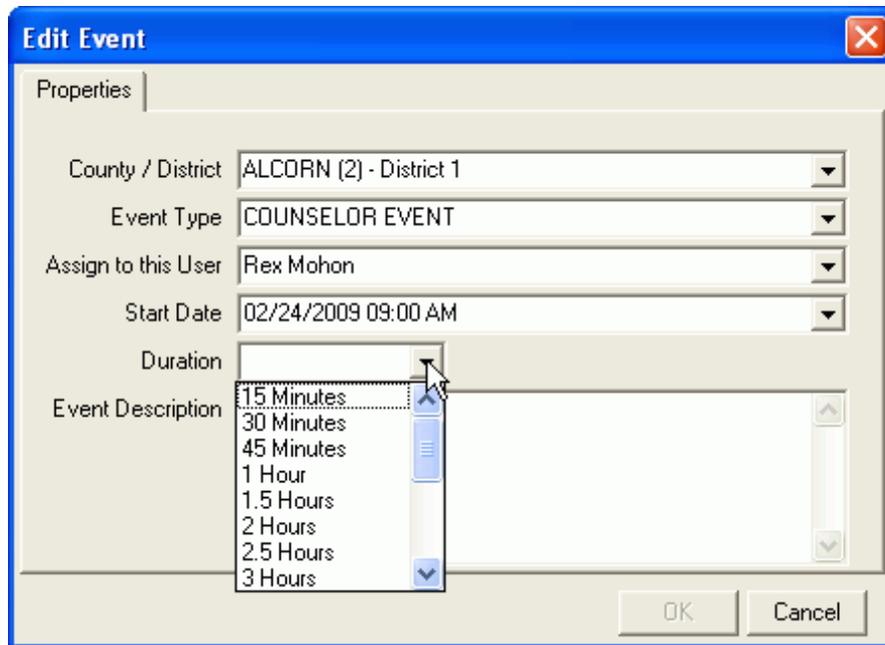
Choose the User to Assign the event to from the Assign to this User drop down menu (Optional).



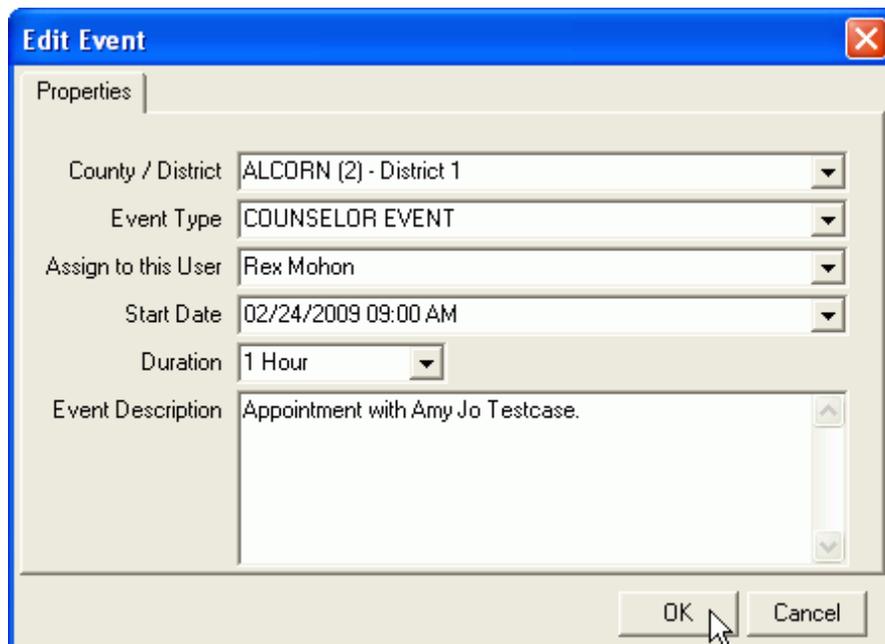
Enter the date & time.



Choose the duration from the drop down menu.



Type in the Event Description.



► *Step 3 - Click OK.*

Edit Event

Properties

County / District: ALCORN (2) - District 1

Event Type: COUNSELOR EVENT

Assign to this User: Rex Mohon

Start Date: 02/24/2009 09:00 AM

Duration: 1 Hour

Event Description: Appointment with Amy Jo Testcase.

OK Cancel

28.5 - Printing Calendars

Type your drop-down text here.

28.5 - Printing Calendars

- ▶ *Step 1 - From the Scheduler, choose the dates to print the calendar for.*

Select date(s)

Today: 02/24/2009

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
53	28	29	30	31	1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	1	2	3	4	5	6	7
6	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28

Select County/District: ALCORN (2) - DISTRICT 1

Event Type Filter: -ALL-

Assigned to User Filter: -ALL-

- ▶ *Step 2 - Right-click the mouse and make the selection for the desired calendar.*

This brings up a menu to choose from.

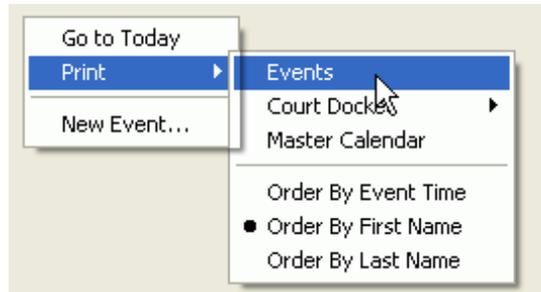
The screenshot shows the Scheduler interface. At the top, there are 'Refresh' and 'New Event' buttons. Below them is a calendar view for January, February, and March 2009. The current date is highlighted as February 24, 2009, and circled in red. Below the calendar, there are three dropdown menus: 'Select County/District' (ALCORN (2) - DISTRICT 1), 'Event Type Filter' (-ALL-), and 'Assigned to User Filter' (-ALL-). To the right of these filters, a context menu is open, showing options: 'Go to Today', 'Print', and 'New Event...'. Below the filters is the 'Events Scheduled' section, which shows a table with columns for 'Time' and 'DESCRIPTION'. The first event is 'FIRST CALL' at 9:00 am on Wednesday, February 11, 2009, with docket number '2-YC-2008-D-3-1(67186) - AMY JO TESTCASE'. Below the event list, there is an 'Associated Persons:' section.

Choose print from the menu.

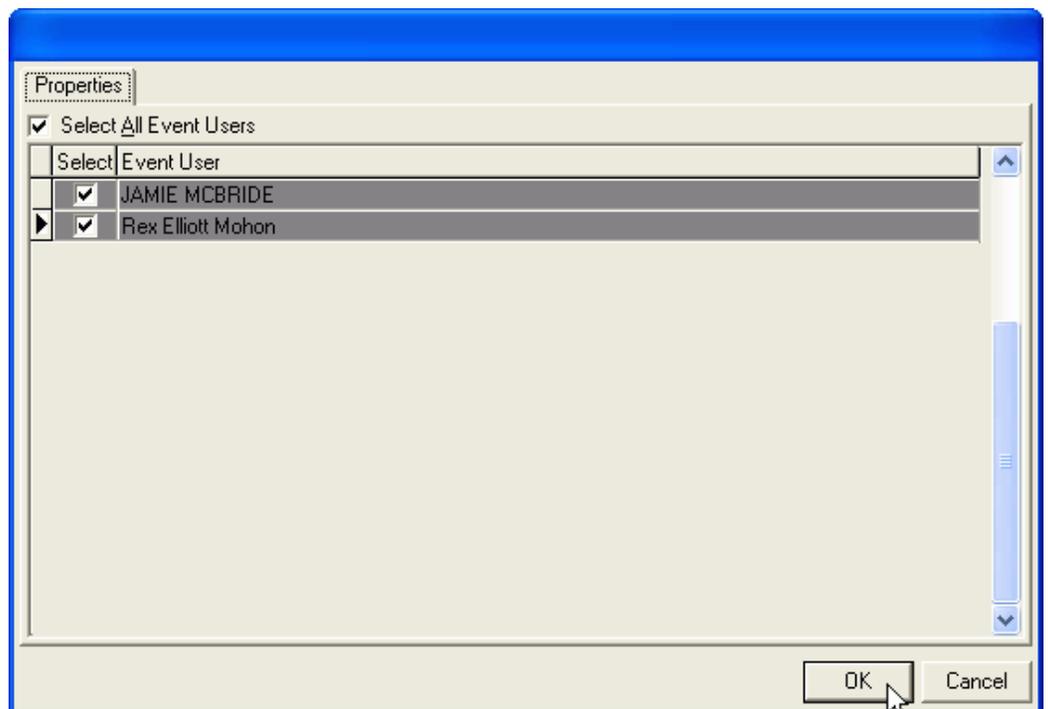
This image is a close-up of the context menu from the Scheduler interface. The menu is open, and the 'Print' option is highlighted with a mouse cursor. The menu items are: 'Go to Today', 'Print', and 'New Event...'. Below these, there is a sub-menu with the following options: 'Events', 'Court Docket', 'Master Calendar', 'Order By Event Time', 'Order By First Name' (which is selected with a radio button), and 'Order By Last Name'.

- *Print Events Calendar*

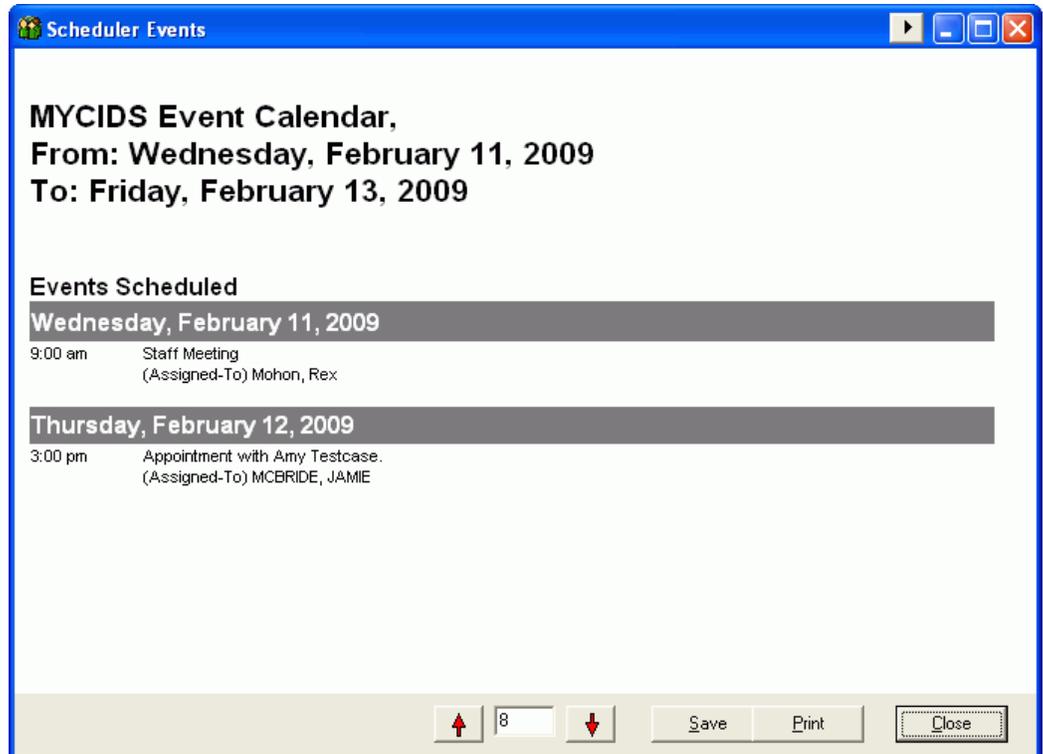
Choose Events.



The following window will appear to allow you to choose whose events you would like to show up on the events calendar. Make your selections and click OK.

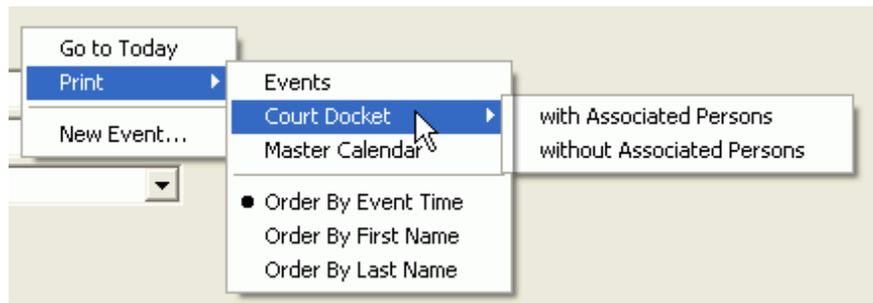


After clicking OK, the calendar will open.

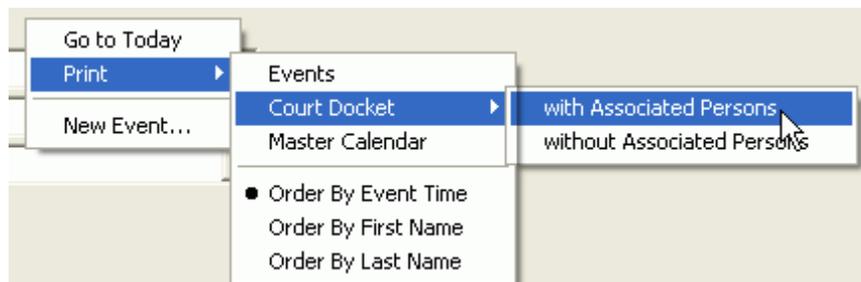


- *Print Court Docket Calendar*

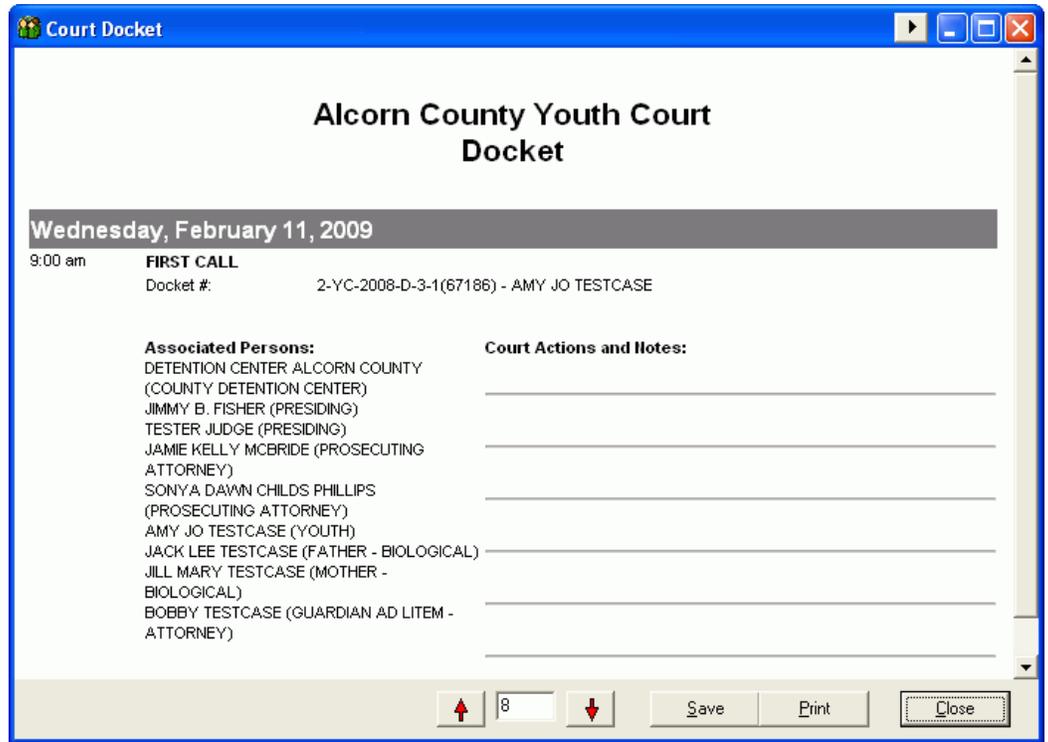
Choose Court Docket



Choose the court docket with Associated persons or without Associated Persons.



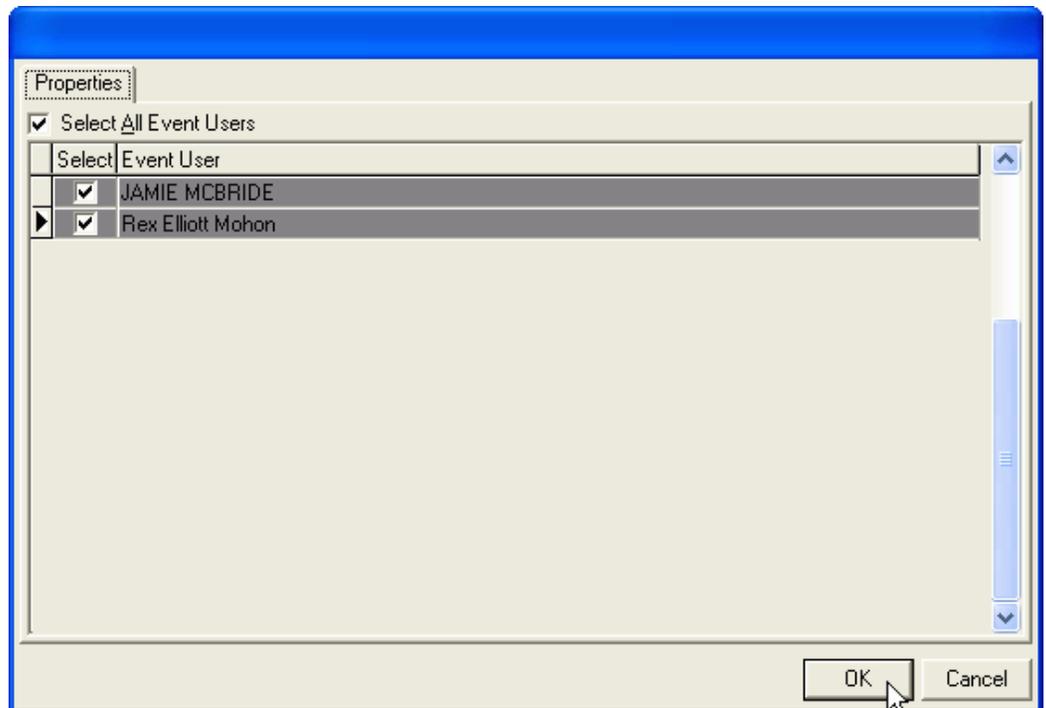
Once the calendar opens, it will look similar to the image below.



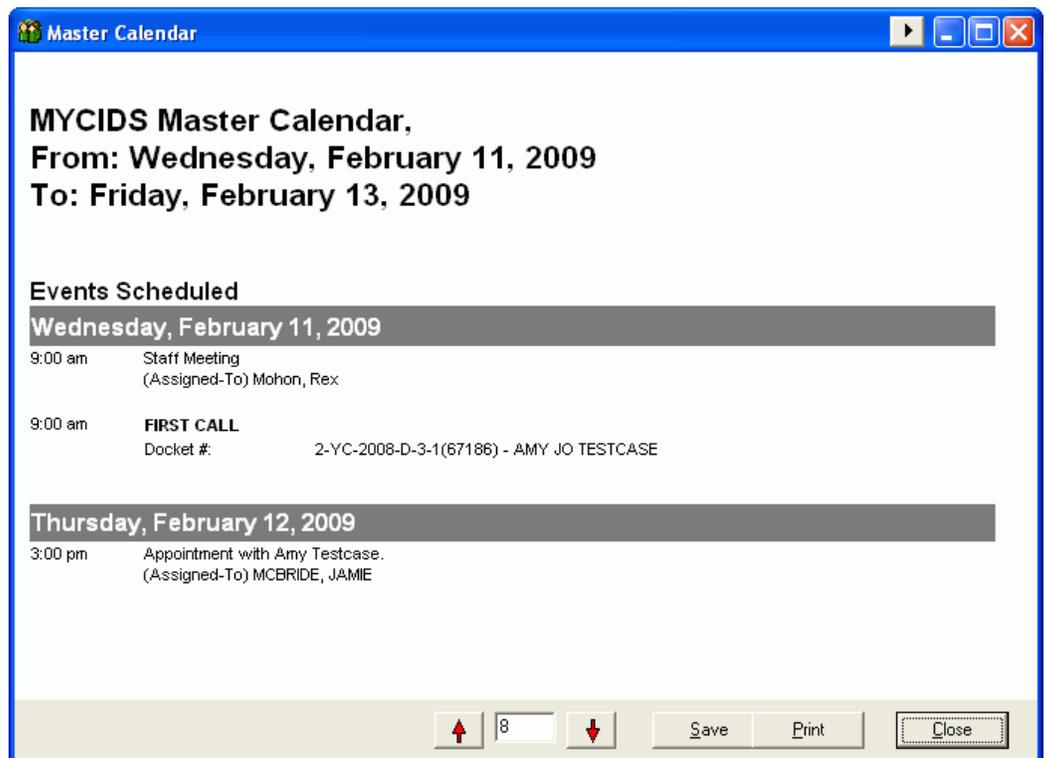
- *Print Events Calendar*

Choose Master Calendar.

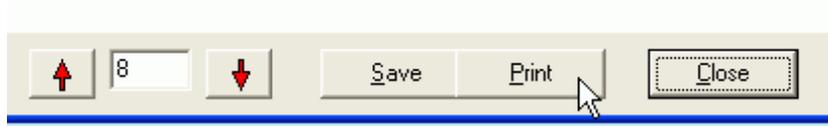
The following window will appear to allow you to choose whose events you would like to show up on the events calendar. Make your selections and click OK.



After clicking OK, the calendar will open.



► *Step 3 - Click Print on the calendar that was generated.*



28.6 - Event Actions

Type your drop-down text here.

28.6 - Event Actions

For the Events Scheduled, there is an Actions column. To perform any of these event Actions click on the action next to the event. These actions will vary depending on the event type and the progress of the event.

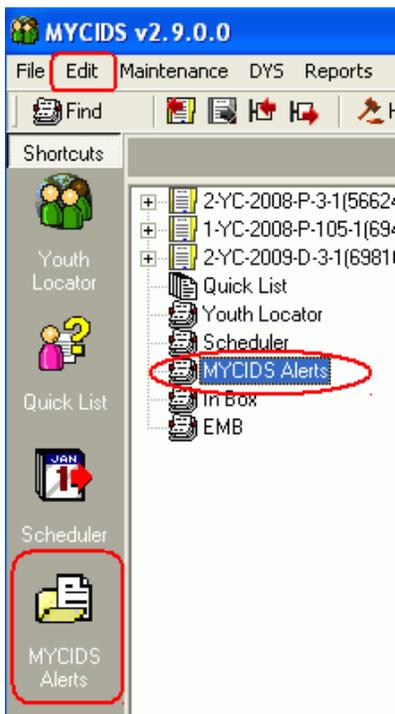
Events Scheduled			
Time	DESCRIPTION	Actions	Completed
Wednesday, February 11, 2009			
9:00 am	Staff Meeting (Assigned-To) Mohon, Rex	Edit this event. Delete this event. Mark Completed .	No
9:00 am	FIRST CALL Docket #: 2-YC-2008-D-3-1(67186) - AMY JO TESTCASE	View this hearing.	No

Alerts

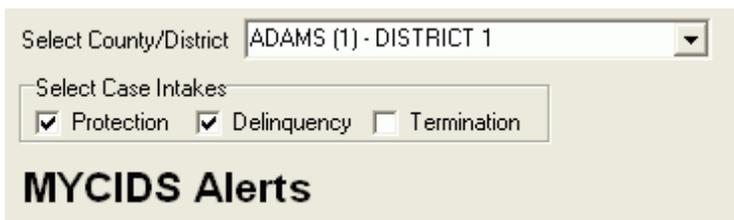
Alerts

Alerts are reminders of case actions which must be taken within a prescribed time period.

This section can be accessed from the Shortcuts panel, the Case Navigation panel or the edit menu.



The alerts may be filtered according to County/District, or Case Intake type. Filter selections are made at the top of the Alerts screen in the Edit panel.



Alerts cover the following areas:

- ▶ [29.1 - Intake Alerts](#)
- ▶ [29.2 - Petition Alerts](#)
- ▶ [29.3 - Hearing Alerts](#)
- ▶ [29.4 - Record to General Docket Alerts](#)
- ▶ [29.5 - Record MYCIDS Generated Documents to Docket](#)
- ▶ [29.6 - Other Information Alerts](#)
- ▶ [29.7 - Motion Alerts](#)

29.1 Intake Alerts

29.1 Intake Alerts

Intake Alerts:

- [View](#) Intake Alerts
- [View](#) Cases with NO Referral Alerts

► *Intake Alerts*

The Intake alert is triggered when a case intake has been initiated but an intake recommendation and order have not been completed. To view the Intake alerts click on [View](#) Intake Alerts from the Edit panel.

This action will return a screen similar to the image below.

The screenshot shows a web interface for viewing intake alerts. At the top, there are buttons for 'Refresh', 'Back', 'Search For...', and 'Print'. Below these buttons, it states 'Total Cases that generated an Alert: 1'. A table with two columns, 'Intake Date' and 'Docket Number', contains one row of data: '03/11/2009' and '2-YC-2009-D-5-1(69812) - AMY JO TESTCASE'. Below the table, a yellow box contains the following text: '2-YC-2009-D-5-1(69812) - AMY JO TESTCASE - A REFERRAL REQUIRES AN INTAKE RECOMMENDATION AND AN ORDER OF THE COURT TO BE ENTERED'. Below the yellow box, it says 'This case has referral record(s) that requires both a referral recommendation and a referral order.' At the bottom of the screenshot, there is a link: 'Show the information for the selected Case 2-YC-2009-D-5-1(69812) - AMY JO TESTCASE.'

The Intake officer may then proceed by clicking on the case link or the [Show](#) the information link.

Clicking on the case link in the yellow box will open the case in the Case Navigation panel. The referrals may be accessed and completed from the referral node. To see more relating to the referral node, see [6.2 - Edit a Referral](#).

Clicking on the [Show](#) the information link expands the screen as shown below.

2-YC-2009-D-5-1(69812) - AMY JO TESTCASE - A REFERRAL REQUIRES AN INTAKE RECOMMENDATION AND AN ORDER OF THE COURT TO BE ENTERED

This case has referral record(s) that requires both a referral recommendation and a referral order.

Referral Date	Referral	Order Date	Order	Recommendation Date
03/11/2009	DISORDERLY CONDUCT: BREACH (

This referral has one or more items that have **not been** recorded on the General Docket.

ACTIONS
[Add](#) a new referral to this case.
[Edit](#) this referral.
[Delete](#) this referral.
[Generate](#) the intake order.

The referrals may be edited directly from this screen. To see more information on editing referrals see [6.2 - Edit a Referral](#).

► *Cases with NO Referral Alerts*

The Cases with NO Referral alert is triggered when a case intake has been initiated but a referral has not been entered. To view the Cases with NO Referral alert click on [View](#) Cases with NO Referral Alerts from the Edit panel.

This action will return a screen similar to the image below.

Refresh Back Search For... Print

Total Cases that generated an Alert: 1

Intake Date	Docket Number
08/17/2010	66-YC-2010-D-3-1(77445) - DON MIDDLE KNOX

66-YC-2010-D-3-1(77445) - DON MIDDLE KNOX - MOTION REQUIRES A MOTION ACTION

The selected case does not have any Referrals Assigned to it.

[Show](#) the information for the selected Case 66-YC-2010-D-3-1(77445) - DON MIDDLE KNOX.

The Intake officer may then proceed by clicking on the case link or the [Show](#) the information link.

Clicking on the case link in the yellow box will open the case in the Case Navigation panel. The referrals may be added from the referral node. To see more relating to the referral node, see [6.1 - Add a Referral](#).

Clicking on the [Show](#) the information link expands the screen as shown below.

66-YC-2010-D-3-1(77445) - DON MIDDLE KNOX - MOTION REQUIRES A MOTION ACTION

The selected case does not have any Referrals Assigned to it.

No referrals have been added to this case.

ACTIONS
[Add](#) a referral.

The referrals may be added directly from this screen. To see more information on adding referrals, see [6.1 - Add a Referral](#).

29.2 Petition Alerts

29.2 Petition Alerts

▶ *Petition Alerts*

Petition Alerts:
○ [View](#) Petition Alerts

Petition Alerts are generated to notify the Prosecutor when cases pending petitions have been entered.

The following alerts are generated when:

1. A non-recorded referral exists with the Order of the Court of "Formal Petition Ordered" entered.

[28-YC-2011-D-2-1\(143950\) - TEST TEST](#) - INITIAL FILING OF PETITION REQUIRED

Referral(s) existing with the Action of "FORMAL PETITION ORDERED" have not been recorded to the Docket. Miss. Code Ann 43-21-451 requires that a petition shall be filed within ten, 10, days from the date of the Intake Order authorizing the filing of the petition. The court may, in its discretion, dismiss the petition for failure to comply with the time schedule contained herein. After recording all relevant referrals listed below to the general docket, click [View petition](#) in order to amend the petition.

Action: The Intake officer should record the referral to the general docket. To see more on recording a referral, see [6.4 - Record Referral on General Docket](#).

2. A recorded referral exists with the Order of the Court of "Formal Petition Ordered" entered.

[2-YC-2009-D-5-1\(69812\) - AMY JO TESTCASE](#) - INITIAL FILING OF PETITION REQUIRED

Miss. Code Ann 43-21-451 requires that a petition shall be filed within ten, 10, days from the date of the Intake Order authorizing the filing of the petition. The court may, in its discretion, dismiss the petition for failure to comply with the time schedule contained herein.

Action: Create a petition. To see more on creating a petition, see [9.1 - Create a Petition](#)

3. A petition exists but has not been filed.

[2-YC-2009-D-5-1\(69812\) - AMY JO TESTCASE](#) - FILING OF PETITION REQUIRED

Miss. Code Ann 43-21-451 requires that a petition shall be filed within ten, 10, days from the date of the Intake Order authorizing the filing of the petition. The court may, in its discretion, dismiss the petition for failure to comply with the time schedule contained herein.

Action: Click [Show](#) the information and select [File](#) this petition from the Actions list. To see more on filing a petition, see [9.5 - File and record petition on the General Docket](#).

4. A new non-recorded referral has been added to a case where a filed petition exists.

[28-YC-2011-D-2-1\(143950\) - TEST TEST](#) - AMENDMENT OF PETITION REQUIRED

Newly added Referrals with the action of "FORMAL PETITION ORDERED" have not been recorded to the general docket of this case. After recording all relevant referrals listed below to the general docket, click [View petition](#) in order to amend the petition.

Action: Click [Show](#) the information and select [Record](#) this referral and all associated items on the General Docket. To see more on recording a referral, see [6.4 - Record Referral on General Docket](#).

5. A new recorded referral has been added to a case where a filed petition exists.

[2-YC-2009-D-5-1\(69812\) - AMY JO TESTCASE](#) - AMENDMENT OF PETITION REQUIRED

Newly recorded Referrals with the action of "FORMAL PETITION ORDERED" have not been added to the current Petition of this case.

Action: Click [Show](#) the information and select [Edit](#) this petition from the Actions list. To see more on amending a petition, see [9.8 - Amend a Petition](#).

6. A recorded referral and a Detention/Shelter Hearing continuing custody exists.

[2-YC-2009-D-6-1\(69813\) - AMY JO TESTCASE](#) - INITIAL FILING OF PETITION REQUIRED

Miss. Code Ann 43-21-451 requires that a Petition shall be filed within five, 5, days from the date of the Detention Hearing continuing custody. The court may, in its discretion, dismiss the petition for failure to comply with the time schedule contained herein.

Action: Create a petition. To see more on creating a petition, see [9.1 - Create a Petition](#).

► *No Adjudication Hearing Scheduled*

The No Adjudication Hearing Scheduled Alert alerts the prosecutor to cases in which a petition has been filed but the Adjudication hearing has not been set on the court docket.

[2-YC-2009-D-9-1\(77239\) - AMY JO TESTCASE](#) - ADJUDICATION HEARING SCHEDULED ALERT

This alert is for informational purposes only. A petition has been filed but no Adjudication Hearing has been scheduled.

To address the alert, click on the [Show](#) the information link.

[Show](#) the information for the selected Case 2-YC-2009-D-9-1(77239) - AMY JO TESTCASE.

Then click on Add. To learn more about adding a new hearing, see [11.1 - Add a Hearing](#).

29.3 Hearing Alerts

29.3 Hearing Alerts

► *Adjudication Hearing Alerts*

An Adjudication Hearing Alert will display when the following conditions apply:

Scenario 1

- a case has been created with a Petition that has been created and filed
- the PPC has custody
- sixty (60) days have passed since the initial filing of the petition
- there is at least one referral that has no action taken on it in an Adjudication Hearing.

[2-YC-2003-D-2-1\(6622\) - JOHN JAMIE SMITH](#) - ADJUDICATION HEARING REQUIRED

Miss. Code Ann 43-21-551(1) requires that an Adjudication Hearing be conducted within ninety, 90, days after the filing of the petition, unless the hearing is continued on the showing of good cause or the case must be DISMISSED WITH PREJUDICE.

Action: Click on [Show](#) then set and conduct an Adjudication hearing within ninety (90) days of the date shown. To see more on creating an Adjudication hearing, see [11.8 - New Adjudication Hearing Process](#).

[Show](#) the information for the selected Case [2-YC-2003-D-2-1\(6622\) - JOHN JAMIE SMITH](#).

Scenario 2

- a case has been created with a Petition created and filed
- the PPC does not have custody
- fifteen (15) days have passed since the removal of the youth from his/her PPC
- there is at least one referral that has no action taken on it in an Adjudication Hearing.

[5-YC-2008-D-2-1\(71402\) - AMY JO TESTCASE](#) - ADJUDICATION HEARING REQUIRED

Miss. Code Ann 43-21-551(1) requires that an Adjudication Hearing be conducted within twenty-one, 21, days after the removal from the PPC, unless the hearing is continued on the showing of good cause.

Action: Click on [Show](#) then set and conduct an Adjudication hearing within twenty-one (21) days from the date the youth was remove from his/her PPC. To see more on creating an Adjudication hearing, see [11.8 - New Adjudication Hearing Process](#).

[Show](#) the information for the selected Case 5-YC-2008-D-2-1(71402) - AMY JO TESTCASE.

► *Disposition Hearing Alerts*

A Disposition Hearing Alert will display when a case has been created containing a filed Petition, an Adjudication Hearing, and at least one referral that does not have a disposition action.

5-YC-2008-D-2-1(71402) - AMY JO TESTCASE - DISPOSITION HEARING REQUIRED

Miss. Code Ann 43-21-601 requires that a Disposition Hearing be held within fourteen, 14, days after the Adjudicatory Hearing unless good cause be shown for postponement.

Action: click [Show](#), then Add a new hearing. Conduct the Disposition hearing within fourteen (14) days of the Adjudicatory Hearing. To learn more about adding a hearing, see [11.1 - Add a Hearing](#).

[Show](#) the information for the selected Case 5-YC-2008-D-2-1(71402) - AMY JO TESTCASE.

► *Foster Care Review Hearing Alerts*

A Foster Care Review Hearing alert will display when the following conditions apply:

Scenario 1

- a case has been created
- 120 days have passed since the removal of the child from his/her PPC
- a Foster Care Review or Disposition Hearing does not exist

5-YC-2008-P-2-1(77266) - AMY JO TESTCASE - FOSTER CARE REVIEW HEARING REQUIRED

There have been 120 day (4 months) since this child has been removed from his/her PPC with no previous Disposition or Foster Care Review Hearings.

Action: Click [Add](#) to create a Foster Care Review Hearing. To learn more about adding a new hearing, see [11.1 - Add a Hearing](#)

No hearings exist for this case. [Add](#) a new hearing to this case.

Scenario 2

- a case has been created
- the child has been removed and NOT returned to his/her PPC
- a Foster Care Review or Disposition Hearing does exist
- 120 days have passed since the last Foster Care Review Hearing

[5-YC-2008-P-2-1\(77266\) - AMY JO TESTCASE](#) - FOSTER CARE REVIEW HEARING REQUIRED

There have been 120 day (4 months) since last Foster Care Review Hearing without the child being returned to his/her PPC.

Action: Click [Show](#) and then [Add](#) a Foster Care Review Hearing. To learn more about adding a new hearing, see [11.1 - Add a Hearing](#)

[Show](#) the information for the selected Case 5-YC-2008-P-2-1(77266) - AMY JO TESTCASE.

ACTIONS

[Add](#) a new hearing to this case.

[Edit](#) this hearing.

[Delete](#) this hearing.

[Record](#) this hearing and all associated items to the General Docket.

Scenario 3

- a case has been created
- the child has been removed and NOT returned to his/her PPC
- a Foster Care Review or Disposition Hearing does exist
- 120 days have passed since the last entered Disposition Hearing

[5-YC-2008-P-2-1\(77266\) - AMY JO TESTCASE](#) - FOSTER CARE REVIEW HEARING REQUIRED

There have been 120 day (4 months) since last Disposition Hearing without the child being returned to his/her PPC.

Action: Click [Show](#) and then [Add](#) a Foster Care Review Hearing. To learn more about adding a new hearing, see [11.1 - Add a Hearing](#)

[Show](#) the information for the selected Case 5-YC-2008-P-2-1(77266) - AMY JO TESTCASE.

ACTIONS

[Add](#) a new hearing to this case.

[Edit](#) this hearing.

[Delete](#) this hearing.

[Record](#) this hearing and all associated items to the General Docket.

► *Annual Review Alerts*

An Annual Review Hearing alert for Delinquency Case will display when the following conditions apply:

- a case has been created with a petition created and filed
- the child has been removed and NOT returned to his/her PPC
- the case has either a Annual Review, Permanency, or Disposition Hearing
- 300 days have passed since the last Annual Review or Disposition Hearing

Action: click [Show](#), then Add a new hearing. To learn more about adding a hearing, see [11.1 - Add a Hearing](#).

► *Detention/Shelter Hearing Alerts*

A Detention/Shelter Hearing alert will display when custody for a youth has been removed from his/her PPC.

[2-YC-2009-D-27-1\(77273\) - AMY JO TESTCASE](#) - DETENTION HEARING REQUIRED

A Detention Hearing is required for this youth. If the youth has been alleged to be a Delinquent Child the Detention Hearing is required within two, 2, days of the removal from his/her PPC. See, §43-21-301(3) Miss. Code Ann. If the youth has been alleged to be a Child in Need of Supervision or a Status Offender, they must have a Detention Hearing within twenty-four, 24, hours of the removal from his/her PPC. See, Rule 11, Uniform Rules of Youth Court Practice.

[2-YC-2009-P-5-1\(77275\) - AMY JO TESTCASE](#) - SHELTER HEARING REQUIRED

A Shelter Hearing is required for this Youth within two, 2, days of removal from his/her PPC.

To address this alert, click on [Show](#) and add a detention or shelter hearing to the case.

[Show](#) the information for the selected Case [2-YC-2009-D-27-1\(77273\) - AMY JO TESTCASE](#).

To learn more about adding hearings see [11.1 - Add a Hearing](#).

► *Summons Alerts*

A Summons Alert will display when a hearing has summons or subpoena entries that are missing either a Summons Result or a generated Summons Document.

[5-YC-2008-P-2-1\(77266\) - AMY JO TESTCASE](#) - SUMMONS RESULTS/DOCUMENTS REQUIRED

This case has Hearings that require Summons document(s) to be generated and/or results that need to be added to the Hearing Summons.

Action: Click on [Show](#) and select a hearing from the list. To learn more about entering Summons Results, see [12.4 - Entering Summons Results](#).

[Show](#) the information for the selected Case [5-YC-2008-P-2-1\(77266\) - AMY JO TESTCASE](#).

Date	Description	Presiding
04/22/2009	FIRST CALL	JIMMY B. FISHER

NO SUMMONS RESULT/ NO SUMMONS DOCUMENT

ACTIONS
[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Record](#) this hearing and all associated items to the General Docket.

Concluding the hearing will also remove the Summons alert.

► *Permanency Hearing Alerts*

A Permanency Hearing Alert will display when the following conditions apply:

Initial Permanency Hearing Required

This alert displays when there is a pending twelve (12) month time limit of a required Permanency Hearing where the child has not been physically returned to their PPC. This alert will stop displaying once a Permanency Hearing exists where both Permanency and Concurrent plans have actions assigned to them, the child is physically returned to their PPC, or the permanency plan has been accomplished.

1-YC-2006-P-46-1(39554) - AMANDA TESTCASE - INITIAL PERMANENCY HEARING REQUIRED

The Initial Permanency Hearing is required within 12 months since the custody change that removed the child from their PPC.

This alert displays when there is a pending twelve (12) month time limit of a required Permanency Hearing after the last Permanency Hearing. This alert will stop displaying once the child is physically returned to their PPC or the permanency plan has been accomplished.

Required Reasonable Effort Custody Change

When a child has been physically removed from PPC. This alert will stop showing if the "Reasonable Efforts Made" box is checked on a custody change record, or a custody change occurs that physically returns the child to their PPC

1-YC-2008-P-76-1(59727) - JOHN S TESTCASE - CUSTODY CHANGE WITH REASONABLE EFFORTS MADE REQUIRED

A custody change with Reasonable Efforts Made must be made within 30 days of the initial removal of the child from their PPC.

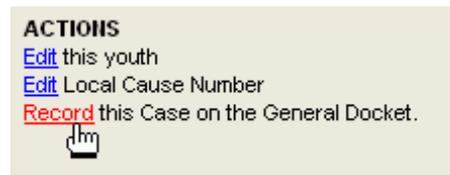
29.4 Record to General Docket Alerts

29.4 Record to General Docket Alerts

▶ *Cases not Recorded*

The Cases not Recorded Alert will display when a case has not been recorded on the General Docket.

To address this alert, click on [Show](#) and choose to Record this Case on the General Docket.

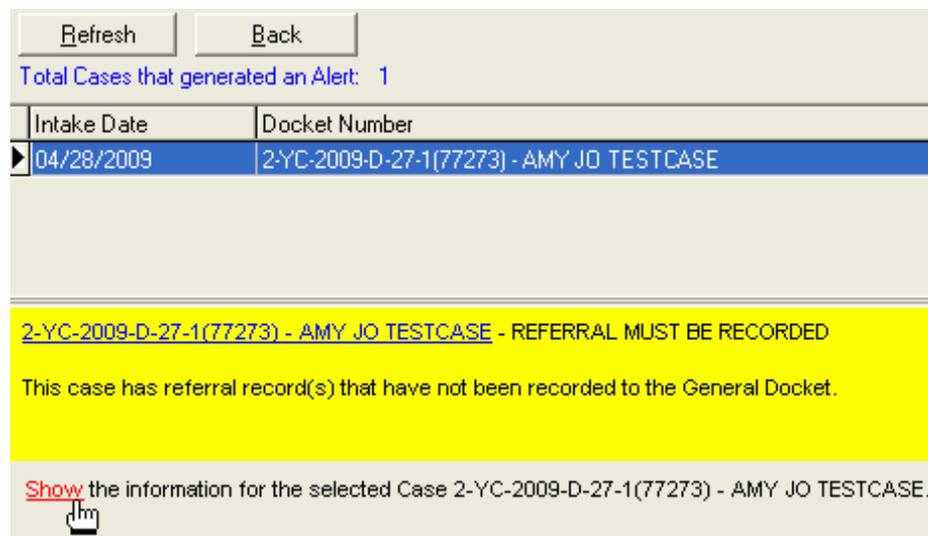


ACTIONS
[Edit](#) this youth
[Edit](#) Local Cause Number
[Record](#) this Case on the General Docket.

▶ *Referrals not Recorded*

The Referrals not Recorded Alert will display when a case has referrals that have not been recorded on the General Docket.

To address this alert, click on [Show](#).



Refresh Back

Total Cases that generated an Alert: 1

Intake Date	Docket Number
▶ 04/28/2009	2-YC-2009-D-27-1(77273) - AMY JO TESTCASE

[2-YC-2009-D-27-1\(77273\) - AMY JO TESTCASE](#) - REFERRAL MUST BE RECORDED

This case has referral record(s) that have not been recorded to the General Docket.

[Show](#) the information for the selected Case 2-YC-2009-D-27-1(77273) - AMY JO TESTCASE.

Select the referral to record and choose to [Record](#) this Case on the General Docket.

Referral Date	Referral	Order Date	Order
04/28/2009	BAD CHECKS	04/28/2009	FORMAL PETITION ORDERED

This referral has one or more items that have **not been** recorded on the General Docket.

ACTIONS

- [Add](#) a new referral to this case.
- [Edit](#) this referral.
- [Delete](#) this referral.
- [Record](#) this referral and all associated items on the General Docket.
- [Generate](#) the intake order.

For more information on recording referrals, see [6.4 - Record Referral on General Docket](#).

► *Documents not Recorded*

The Documents not Recorded Alert will display when a case has scanned or attached documents that have not been recorded on the General Docket.

To address this alert, click on [Show](#).

[Refresh](#) [Back](#)

Total Cases that generated an Alert: 2

Intake Date	Docket Number
04/28/2009	2-YC-2009-D-27-1(77273) - AMY JO TESTCASE
04/28/2009	2-YC-2009-P-5-1(77275) - AMY JO TESTCASE

[2-YC-2009-P-5-1\(77275\) - AMY JO TESTCASE](#) - RECORDING OF DOCUMENTS REQUIRED

There are Documents that have been attached to this case, which have not been recorded to the General Docket.

[Show](#) the information for the selected Case 2-YC-2009-P-5-1(77275) - AMY JO TESTCASE.

Select the document to record and choose to [Record](#) this Case on the General Docket.

[2-YC-2009-P-5-1\(77275\) - AMY JO TESTCASE](#) - RECORDING OF DOCUMENTS REQUIRED

There are Documents that have been attached to this case, which have not been recorded to the General Docket.

	Date	Description	Hearing Desc
	04/29/2009 00:00	AFFIDAVIT	N/A
▶	04/29/2009 00:00	POLICE REPORT	N/A

Show Summons Documents

ACTIONS

[Attach](#) a new document.
[Attach](#) from scanner.
[Replace](#) the selected document.
[Replace](#) from scanner.
[Remove](#) the selected document.
[Record](#) this document on the General Docket where absent.
[Download](#) and view the selected document.

For more information on recording documents, see [7.5 - Recording Documents](#).

▶ *Custodies not Recorded*

The Custodies not Recorded Alert will display when a case has custody records that have not been recorded to the General Docket.

To address this alert, click on [Show](#).

Refresh Back

Total Cases that generated an Alert: 3

Intake Date	Docket Number
03/19/2009	2-YC-2009-P-2-1(77236) - SETH TESTCASE
04/28/2009	2-YC-2009-D-27-1(77273) - AMY JO TESTCASE
04/28/2009	2-YC-2009-P-5-1(77275) - AMY JO TESTCASE

[2-YC-2009-D-27-1\(77273\) - AMY JO TESTCASE](#) - CUSTODY MUST BE RECORDED

This case has custody records that have not been recorded to the General Docket.

[Show](#) the information for the selected Case 2-YC-2009-D-27-1(77273) - AMY JO TESTCASE.

Select the custody record and choose to [Record](#) this Custody Change on the General Docket.

[2-YC-2009-D-27-1\(77273\) - AMY JO TESTCASE](#) - CUSTODY MUST BE RECORDED

This case has custody records that have not been recorded to the General Docket.

Date	Type	From	To
04/28/2009	PHYSICAL AND LEGAL	JILL MARY TESTCASE - MOTHER - BIOLOGICAL	BENTON COUNTY DHS - DHS

< []

This custody change did not occur at a hearing.

Date	04/28/2009
Type	PHYSICAL AND LEGAL
From	JILL MARY TESTCASE - MOTHER - BIOLOGICAL
To	BENTON COUNTY DHS - DHS
Hearing	-
Reasonable Effort Made	N
Restrictions	

ACTIONS

PPC - Permanent Physical Custodian

[Record](#) this custody change on the General Docket.

[Add a](#)  custody change record.

For more information on recording custody records, see [8.4 - Record Custody Change to General Docket](#).

► *Hearings not Recorded*

The Hearings not Recorded Alert will display when a case has hearings that have not been recorded to the General Docket.

To address this alert, click on [Show](#).

Refresh	Back
-------------------------	----------------------

Total Cases that generated an Alert: 14

Intake Date	Docket Number
04/02/2009	2-YC-2009-D-17-1(77248) - AMY JO TESTCASE
04/06/2009	2-YC-2009-D-18-1(77249) - AMY JO TESTCASE
► 04/09/2009	2-YC-2009-D-21-1(77252) - AMY JO TESTCASE
04/21/2009	2-YC-2009-P-3-1(77264) - AMY JO MAY TESTCASE
04/21/2009	2-YC-2009-P-4-1(77268) - ERIN JO TESTCASE

[2-YC-2009-D-21-1\(77252\) - AMY JO TESTCASE](#) - HEARING MUST BE RECORDED

This case has hearing record(s) that have not been recorded to the General Docket.

[Show](#) the information for the selected Case 2-YC-2009-D-21-1(77252) - AMY JO TESTCASE.

Select the hearing record and choose to [Record](#) this hearing on the General Docket.

[2-YC-2009-D-21-1\(77252\) - AMY JO TESTCASE](#) - HEARING MUST BE RECORDED

This case has hearing record(s) that have not been recorded to the General Docket.

Date	Description	Presiding
04/09/2009	DISPOSITION	TESTER TESTER
04/09/2009	ADJUDICATION	TESTER TESTER
► 04/09/2009	FIRST CALL	TESTER TESTER

ACTIONS

[Add](#) a new hearing to this case.

[Edit](#) this hearing.

[Delete](#) this hearing.

[Record](#) this hearing and all associated items to the General Docket.

[Generate](#) Order.

For more information on recording hearing records, see [11.4 - Record a Hearing](#).

► *Motions not Recorded*

The Motions not Recorded Alert will display when a case has motions that have not been recorded on the general docket.

To address this alert, click on [Show](#).

Refresh Back Search For... Print

Total Cases that generated an Alert: 1

Intake Date	Docket Number
07/09/2010	66-YC-2010-D-1-1(77443) - JOHN WILLIE TESTER

66-YC-2010-D-1-1(77443) - JOHN WILLIE TESTER - MOTION MUST BE RECORDED

This case has motion records that have not been recorded to the General Docket.

Show the information for the selected Case 66-YC-2010-D-1-1(77443) - JOHN WILLIE TESTER.

Select the motion to record and choose to [Record](#) the selected Motion to the General Docket.

66-YC-2010-D-1-1(77443) - JOHN WILLIE TESTER - MOTION MUST BE RECORDED

This case has motion records that have not been recorded to the General Docket.

Motion Date	Court Action	Motion Type	Requesting Person
07/12/2010	DENIED	MOTION TO CLOSE THE CASE	BOBBY JOE TESTER - FATHER - BIOLOGICAL

ACTIONS

[Add](#) a Motion record.
[Edit](#) the selected Motion record.
[Delete](#) the selected Motion record.
[Record](#) the selected Motion record to the General Docket.
[Generate](#) the selected Motion Order.

For more information on recording motions, see [35.4 - Record Motion to General Docket](#).

29.5 Record MYCIDS Generated Documents to Docket Alerts

29.5 Record MYCIDS Generated Documents to Docket Alerts

- ▶ *View MYCIDS Generated Documents not Recorded to the General Docket.*

The MYCIDS Generated Documents not Recorded Alert will display when a case has MYCIDS generated documents that have not been recorded on the general docket.

Note: MYCIDS Generated documents that require a signature will automatically be recorded once they have been electronically signed. If any MYCIDS generated documents are recorded manually before the Judge or Prosecutor signs them, the document will be locked down and they will not be able to sign them.

To address this alert, click on Show and select a document from the list. Then click [Record](#) this document on the General Docket where absent. To see more information on recording documents, see [7.5 - Recording Documents](#).

29.6 Other Information Alerts

29.6 Other Information Alerts

▶ *Cases Transferred to your District*

The Cases Transferred to your District Alert displays when a case has been transferred to your district.

Click Accept to remove this alert.

The screenshot shows a web interface with two buttons at the top: "Refresh" and "Back". Below the buttons, it says "Total Cases that generated an Alert: 2". There is a table with two columns: "Intake Date" and "Docket Number". The table contains two rows. The second row is highlighted with a blue background and a mouse cursor pointing to it. Below the table, there is a yellow alert box with the following text: "5-YC-2008-D-2-1(71402) - AMY JO TESTCASE - CASE TRANSFERRED". Below this text, it says "This case has been transferred from another District." and "ACCEPT this Case to remove the Alert." with a mouse cursor pointing to the word "ACCEPT".

Intake Date	Docket Number
09/05/2008	2-YC-2008-D-3-1(67186) - AMY JO77 TESTCASE
12/04/2008	5-YC-2008-D-2-1(71402) - AMY JO TESTCASE

5-YC-2008-D-2-1(71402) - AMY JO TESTCASE - CASE TRANSFERRED

This case has been transferred from another District.
ACCEPT this Case to remove the Alert.

▶ *Required Reasonable Effort Custody Change*

The required Reasonable Effort Custody change alert will display when a custody change with reasonable efforts made is required.

For more information on Reasonable Effort Custody Changes see [14.0 - Permanency](#).

▶ *Imported DHS Cases*

See [32.0 - DHS Import](#) for information on the Imported DHS case alert.

► *Community Service*

The community service alert will display until the total hours ordered for community service have been completed.

Click on show to open the alert.

Intake Date	Docket Number
12/04/2008	5-YC-2008-D-2-1(71402) - AMY JO TESTCASE
03/23/2009	2-YC-2009-D-7-1(77237) - AMY JO TESTCASE
03/23/2009	2-YC-2009-D-8-1(77238) - AMY JO TESTCASE
► 04/02/2009	2-YC-2009-D-17-1(77248) - AMY JO TESTCASE

Total Cases that generated an Alert: 4

[2-YC-2009-D-17-1\(77248\) - AMY JO TESTCASE](#) - COMMUNITY SERVICE ALERT

Miss. Ann Code 43-21-605 requires tracking of youth's Community Service time until completion

[Show](#) the information for the selected Case 2-YC-2009-D-17-1(77248) - AMY JO TESTCASE.

This brings up the community service screen.

04/02/2009 2-YC-2009-D-17-1(77248) - AMY JO TESTCASE

2-YC-2009-D-17-1(77248) - AMY JO TESTCASE - COMMUNITY SERVICE ALERT

Miss. Ann Code 43-21-605 requires tracking of youth's Community Service time until completion

Site	Hours Assigned	Hours Completed	Hours Remaining
DETECTION CENTER ALCORN COUNTY	12	12	0
JAMIE KELLY MCBRIDE	0	0	0

Total Community Service Hours Ordered: 123

Total Community Service Hours Worked: 12

Total Community Service Hours Remaining: 111

ACTIONS

[Edit](#) selected Community Service Site.

[Generate](#) Parent/Legal Guardian notification letter

[Generate](#) Parent/Legal Guardian confirmation letter.

[Generate](#) Site confirmation letter.

[Generate](#) work form.

Changes can be made on this screen, but the alert will not be removed until the total community service hours ordered have been completed.

► *Status of Case deletion requests*

This alert will display once a case has been requested for deletion.

Click on [Show](#) to view the alert information.

Refresh Back

Total Cases that generated an Alert: 14

Intake Date	Docket Number
09/05/2008	2-YC-2008-D-3-1(67186) - AMY JO77 TESTCASE
03/19/2009	2-YC-2009-D-3-1(77232) - AMY JO TESTCASE
03/23/2009	2-YC-2009-D-7-1(77237) - AMY JO TESTCASE
03/23/2009	2-YC-2009-D-8-1(77238) - AMY JO TESTCASE

[2-YC-2009-D-3-1\(77232\) - AMY JO TESTCASE](#) - REQUESTING THE DELETION OF A CASE

Review the status of the selected Case Deletion Request. When you wish to remove the selected Case from Alert list.

[Remove](#) selected Case from Alert list.

[Show](#) the information for the selected Case 2-YC-2009-D-3-1(77232) - AMY JO TESTCASE.

The alert information will show the status of the deletion request.

04/02/2009	2-YC-2009-D-17-1(77248) - AMY JO TESTCASE
04/09/2009	2-YC-2009-D-21-1(77252) - AMY JO TESTCASE

[2-YC-2009-D-21-1\(77252\) - AMY JO TESTCASE](#) - REQUESTING THE DELETION OF A CASE

Review the status of the selected Case Deletion Request. When you wish to remove the selected case from Alert list.

[Remove](#) selected Case from Alert list.

Status of Case Deletion Request

Request Date	04/15/2009 10:59:01 AM
Request Status	DELETION INCOMPLETE
Requesting User	John Doe
Notes made by Requesting User	04/15/2009 10:59:01=> I created the case with the wrong case type.
Notes made by MYCIDS I.T. Department	

Docket Information

Universal Case ID	77252
-------------------	-------

To remove the case from the alert list, click [Remove](#) selected Case from Alert list.

Refresh Back

Total Cases that generated an Alert: 14

Intake Date	Docket Number
04/02/2009	2-YC-2009-D-15-1(77246) - AMY JO TESTCASE
04/02/2009	2-YC-2009-D-16-1(77247) - AMY JO ANN TESTCASE
04/02/2009	2-YC-2009-D-17-1(77248) - AMY JO TESTCASE
▶ 04/09/2009	2-YC-2009-D-21-1(77252) - AMY JO TESTCASE

[2-YC-2009-D-21-1\(77252\) - AMY JO TESTCASE](#) - REQUESTING THE DELETION OF A DOCUMENT

Review the status of the selected Case Deletion Request. When you wish to remove the selected Case from Alert list.

[Remove](#)

Status of Case Deletion Request

Request Date	04/15/2009 10:59:01 AM
Request Status	DELETION INCOMPLETE
Requesting User	SETH JUSTIN DUKE (JSD)

For more information on case deletions see [34.0 - Case Removal & Unlocking Documents](#).

► *Status of Document Modification requests*

This alert will display once a document has been requested for deletion.

Click on [Show](#) to view the alert information.

Refresh Back

Total Cases that generated an Alert: 12

Intake Date	Docket Number
09/05/2008	2-YC-2008-D-3-1(67186) - AMY JO77 TESTCASE
09/05/2008	2-YC-2008-D-3-1(67186) - AMY JO77 TESTCASE
09/05/2008	2-YC-2008-D-3-1(67186) - AMY JO77 TESTCASE
▶ 09/05/2008	2-YC-2008-D-3-1(67186) - AMY JO77 TESTCASE
09/05/2008	2-YC-2008-D-3-1(67186) - AMY JO77 TESTCASE

[2-YC-2008-D-3-1\(67186\) - AMY JO77 TESTCASE](#) - REQUESTING THE UNLOCKING OF A DOCUMENT

Review the status of the documents that have been requested to be unlocked. When you wish to remove the selected Case from Alert list, click on the below link.

[Show](#) the information for the selected Case 2-YC-2008-D-3-1(67186) - AMY JO77 TESTCASE.

The alert information will show the status of the document unlocking request.

[2-YC-2008-D-3-1\(67186\) - AMY JO77 TESTCASE](#) - REQUESTING THE UNLOCKING OF A DOCUMENT

Review the status of the documents that have been requested to be unlocked. When you wish to rer on the below link.

	Date	Description	Hearing
▶	10/09/2008 10:49	RELEASE FROM APPOINTMENT ORDER	N/A
	12/22/2008 00:00	FIAT TEST	N/A
	12/22/2008 00:00	FIAT 1	N/A
	12/22/2008 00:00	FIAT 2	N/A

◀ ☰

Show Summons Documents

Date Requested: 03/20/2009 08:26:58 am

Status: **UNLOCK CANCELED**

Requesting User: SETH

Notes from the MYCIDS I.T. Department: ERROR MSG: [ASTA SERVER ERROR]exception 48
THIS DOCUMENT CAN NOT BE UNLOCKED BECAUSE IT IS ON THE EM

Notes entered by Requesting User: 03/20/2009 09:26:58=>

To remove the case from the alert list, click [Remove](#) selected Case from Alert list.

03/03/2009	2-YC-2008-D-3-1(67186) - AMY JO77 TESTCASE
▶ 01/08/2009	2-YC-2009-D-20-1(77251) - AMY JO TESTCASE
03/23/2009	2-YC-2009-D-7-1(77237) - AMY JO TESTCASE

Review the status of the documents that have been requested to be unlocked. When you wis on the below link.

[Remove](#) selected Case from Alert list.

	Date	Description	H
▶	04/07/2009 13:47	DISPOSITION	0

◀ ☰

Show Summons Documents

For more information on Document Modification requests see [34.0 - Case Removal & Unlocking Documents](#).

29.7 Motion Alerts

29.7 Motion Alerts

Motion Alerts:

- [View](#) Motions Action Alerts
- [View](#) Motion Hearing Alerts

► *Motions Action Alerts*

The Motions Action Alert is triggered when a motion has been created but a court action has not been entered for the motion. To view the Motions Actions Alerts, click on View Motions Action Alerts from the edit panel.

This action will return a screen similar to the image below.

Intake Date	Docket Number
09/23/2009	1-YC-2009-D-29-1(77350) - ERIN JO TESTCASE
02/26/2010	1-YC-2010-P-3-1(77395) - ERIN JO TESTCASE
06/03/2010	1-YC-2010-D-3-1(77415) - OSCAR SAMPLE
07/02/2010	1-YC-2010-D-11-1(77426) - BOB SAMPLE

1-YC-2009-D-29-1(77350) - ERIN JO TESTCASE - MOTION REQUIRES A MOTION ACTION
 A Motion on this case does not have a Motion Court Action assigned to it

[Show](#) the information for the selected Case 1-YC-2009-D-29-1(77350) - ERIN JO TESTCASE.

You may now proceed by clicking on the case link or the [Show](#) the information link.

Clicking on the case link in the yellow box will open the case in the Case Navigation panel. The motions may be accessed and completed from the Motions node. To see more relating to the motions node, see [35.2 - Edit a Motion Record](#).

Clicking on the [Show](#) the information link expands the screen as shown below.

1-YC-2009-D-29-1(77350) - ERIN JO TESTCASE - MOTION REQUIRES A MOTION ACTION

A Motion on this case does not have a Motion Court Action assigned to it

Motion Date	Court Action	Motion Type	Requesting Person
06/07/2010		MOTION TO TRANSFER TO ANOTHER COURT DISTRICT	ERIN JO TESTCASE - YOUTH

ACTIONS

[Add](#) a Motion record.
[Edit](#) the selected Motion record.
[Delete](#) the selected Motion record.
[Record](#) the selected Motion record to the General Docket.

The motions may be edited directly from this screen. To see more information on editing motions, see [35.2 - Edit a Motion Record](#).

► *Motion Hearing Alerts*

The Motion Hearing Alert is triggered when a motion has been scheduled for a Motion Hearing and no court actions have been entered. To view the Motion Hearing Alerts, click on [View](#) Motion Hearing Alerts from the Edit panel.

The action will return a screen similar to the image below.

Refresh Back Search For... Print

Total Cases that generated an Alert: 2

Intake Date	Docket Number
08/05/2010	1-YC-2010-D-16-1(77437) - TOUGH MIDDLE TESTING
08/10/2010	1-YC-2010-D-18-1(77442) - DON MIDDLE KNOX

1-YC-2010-D-16-1(77437) - TOUGH MIDDLE TESTING - MOTION REQUIRES A MOTION ACTION

A Motion on this case has been scheduled for a Motion Hearing. This Motion Hearing requires a Motion Hearing Court Action

[Show](#) the information for the selected Case 1-YC-2010-D-16-1(77437) - TOUGH MIDDLE TESTING.

You may now proceed by clicking on the case link or the [Show](#) the information link.

Clicking on the case link in the yellow box will open the case in the Case Navigation panel. The motions may be accessed and completed from the Motions node. To see more relating to the motions node, see [35.2 - Edit a Motion Record](#).

Clicking on the [Show](#) the information link expands the screen as shown below.

MYCIDS User Guide

1-YC-2010-D-16-1(77437) - TOUGH MIDDLE TESTING - MOTION REQUIRES A MOTION ACTION

A Motion on this case has been scheduled for a Motion Hearing. This Motion Hearing requires a Motion Hearing Court Action

	Motion Date	Court Action	Motion Type	Requesting Person
▶	08/11/2010		MOTION TO TRANSFER TO AN ADULT COURT	PRDS TEST - PROSECUTING ATTORNEY

ACTIONS
[Add](#) a Motion record.
[Edit](#) the selected Motion record.
[Delete](#) the selected Motion record.
[Record](#) the selected Motion record to the General Docket.
[Create](#) the Motion Hearing for the selected Motion.

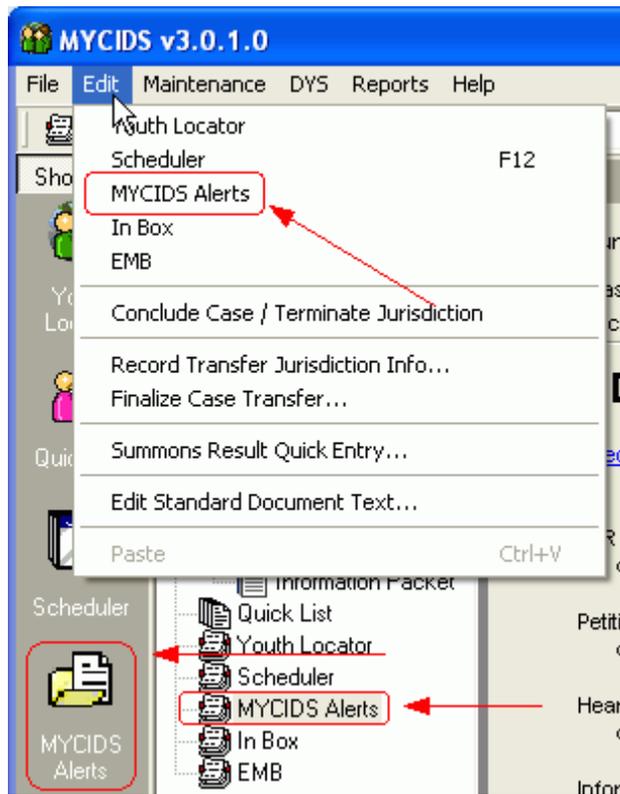
The motions may be edited directly from this screen. To see more information on editing motions, see [35.2 - Edit a Motion Record](#).

30.0 - TPR (Termination of Parental Rights)

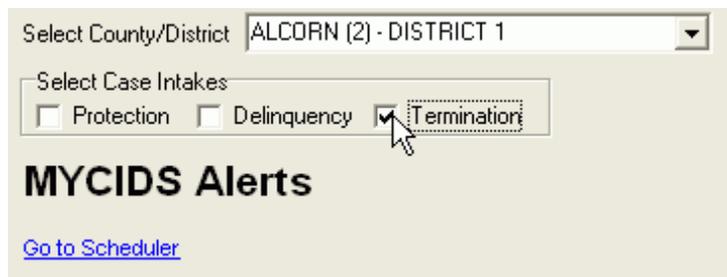
Once an action of TPR (Termination of Parental Rights) is given at a Disposition hearing, a TPR case alert will display in the alerts section of MYCIDS.

► *Create TPR case from the TPR Case Alerts*

Click on MYCIDS Alert to open the alerts. The image below shows 3 places the alerts can be accessed from.



Select the Termination check box



Click [View](#) Termination Case Creation Alerts.

Select County/District ALCORN (2) - DISTRICT 1

Select Case Intakes
 Protection Delinquency Termination

MYCIDS Alerts

[Go to Scheduler](#)

TPR Case Alerts:
 [View](#) Termination Case Creation Alerts.

Petition Alerts:
 [View](#) Termination Petition Alerts

Hearing Alerts:
 [View](#) Termination Hearing Alerts.

Information Alerts:
 [View](#) Adoption Documents Alerts.

Select a case alert to work with and click on the [Show](#) link.

Intake Date	Docket Number
04/21/2009	2-YC-2009-P-3-1(77264) - AMY JO MAY TESTCASE
04/21/2009	2-YC-2009-P-4-1(77268) - ERIN JO TESTCASE

Total Cases that generated an Alert: 2

Intake Date	Docket Number
04/21/2009	2-YC-2009-P-3-1(77264) - AMY JO MAY TESTCASE
04/21/2009	2-YC-2009-P-4-1(77268) - ERIN JO TESTCASE

[2-YC-2009-P-3-1\(77264\) - AMY JO MAY TESTCASE](#) - TERMINATION CASE IS REQUIRED.

This case has had an action of Termination (TPR Action) on a Termination of Parental Rights (TRP) hearing Termination Case for this action.

[Show](#) the information for the selected Case 2-YC-2009-P-3-1(77264) - AMY JO MAY TESTCASE.

Click [Create](#) Termination Case to create the case.

Refresh Back

Total Cases that generated an Alert: 2

Intake Date	Docket Number
04/21/2009	2-YC-2009-P-3-1(77264) - AMY JO MAY TESTCASE
04/21/2009	2-YC-2009-P-4-1(77268) - ERIN JO TESTCASE

[2-YC-2009-P-3-1\(77264\) - AMY JO MAY TESTCASE](#) - TERMINATION CASE IS REQUIRED.

This case has had an action of Termination (TPR Action) on a Termination of Parental Rights (TRP) Termination Case for this action.

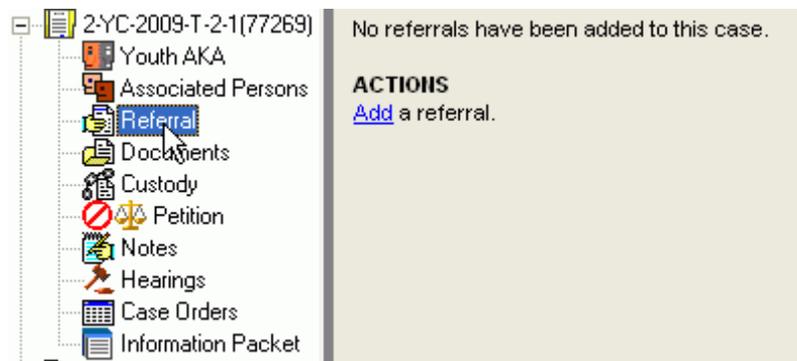
[Create](#) Termination Case.

Complete the Intake process. **Be sure to choose Termination for the case type.**

For help on the intake process see section 3.2 - New Intake for Existing Youth.

► *Adding TPR Referrals*

Click on the referrals node.



2-YC-2009-T-2-1(77269)

- Youth AKA
- Associated Persons
- Referral**
- Documents
- Custody
- Petition
- Notes
- Hearings
- Case Orders
- Information Packet

No referrals have been added to this case.

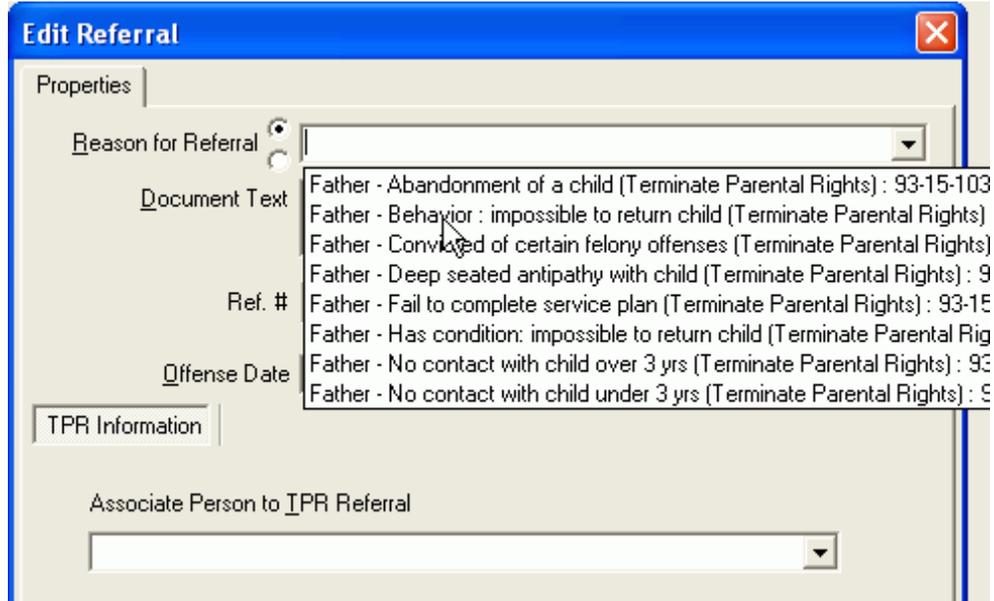
ACTIONS
[Add](#) a referral.

Click on [Add](#) a referral

No referrals have been added to this case.

ACTIONS
[Add](#) a referral.

Choose Reason for Referral



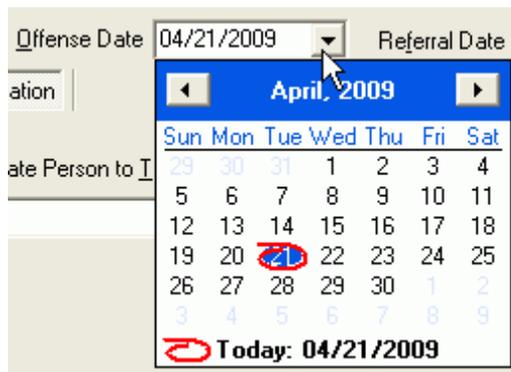
Enter Document Text (optional)



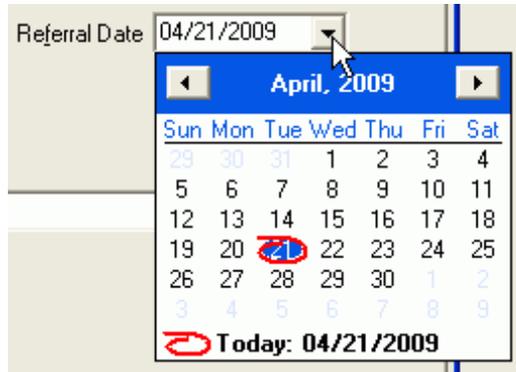
Enter Ref.# (optional)



Enter Offense Date



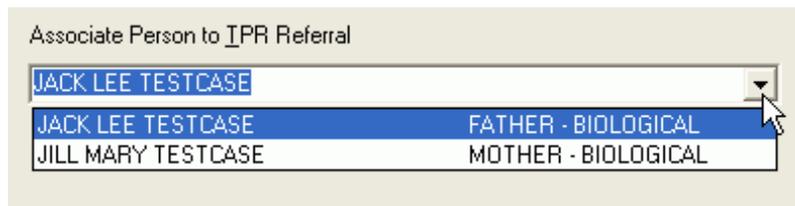
Enter Referral Date



Click the Add button to Enter Allegation Brought By



Enter Associate Person to TPR Referral

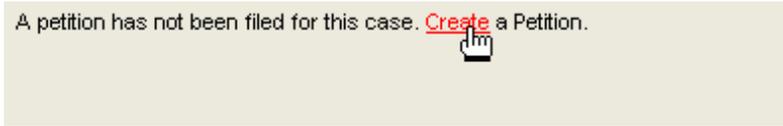


► *Create TPR Petition*

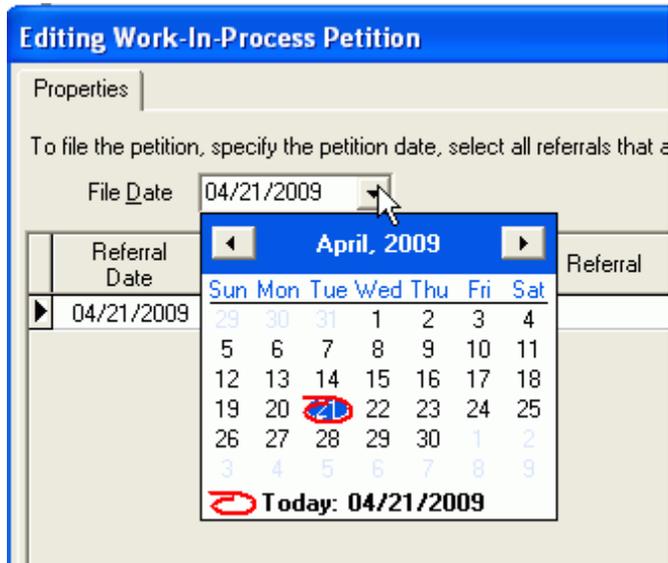
Click on the petition node.



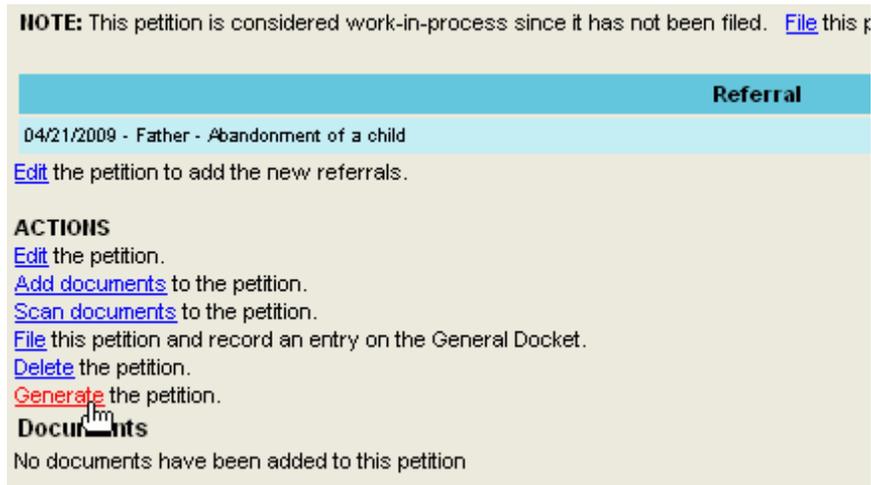
Click on [Create](#) a petition.



Enter Petition File Date and click OK.

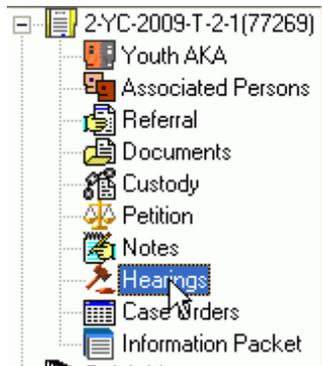


Click on [Generate](#) the petition to create the petition document.



► *TPR Hearing*

Click on the hearings node.



- To Schedule a TPR hearing click on [Add](#) a new hearing to this case. Enter the hearing information and click save and proceed.

No hearings exist for this case. [Add](#) a new hearing to this case.

 A screenshot of the 'New Hearing for 2-YC-2009-T-2-1(77269) - AMY JO MAY TESTCA' form. The 'General' tab is active. The form contains the following fields:

- Reference #: 118799
- Originating District: 2
- Type: TERMINATE PARENTAL RIGHTS HEARING
- Other: (empty)
- Date: 04/21/2009 09:00 AM
- Presiding: TESTER JUDGE
- Presiding Type: JUDGE

 A 'Save and Proceed' button is located at the bottom of the form, with a mouse cursor pointing to it.

31.0 - DYS Export

*** This new feature is still in beta testing.**

The purpose of the DYS Case Selector in the MYCIDS application is to transmit Youth Court Cases to the Department of Youth Services. This process will eliminate the need for DYS to re-enter youth specific information into their system. Instead, the information will be sent electronically from MYCIDS to the DYS system.

- *Transmitting Cases to DYS*
 - ▶▶▶▶▶
 - ▶ *Report - Cases Transmitted to DYS*

32.0 - DHS Import

*** This new feature is still in beta testing.**

The purpose of the DHS import interface in the MYCIDS application is to import protection cases from the Family and Children Services' MACWIS system into the MYCIDS system. MYCIDS users that are given access rights to the DHS Import alert will be allowed to remove an imported case if MYCIDS finds possible duplicates of the imported case in the MYCIDS system. Also, a DHS import report can be generated to see the cases that have been imported into MYCIDS. Once these cases are imported into MYCIDS, searches can be performed on these cases.

► *DHS Case Import Alert*

Open the MYCIDS alerts and Click on the "View Imported DHS Cases" Alert.

Other Information Alerts:

- [View](#) Cases Transferred to your District
- [View](#) required Reasonable Effort Custody change Alerts. (Protection Cases Only)
- [View](#) Imported DHS Cases. (Protection Cases Only)
- [View](#) Community Service Alerts. (Delinquency Cases Only)
- [View](#) the status of Cases that have been requested for deletion.
- [View](#) the status of Documents that been requested for unlocking.

This alert will show all the protection cases that have been imported into the MYCIDS application from the Family and Children Services MACWIS system

The screenshot shows a web interface with buttons for 'Refresh', 'Back', 'Search For...', and 'Print'. Below these buttons, it states 'Total Cases that generated an Alert: 86'. A table lists two cases:

Intake Date	Docket Number
03/09/2009	2-YC-2009-P-3868-1(77144) - Johnny Testcase
03/09/2009	2-YC-2009-P-3869-1(77145) - Jimmy Testcase

The first case is selected, and a yellow box displays the following text:

2-YC-2009-P-3868-1(77144) - Johnny Testcase - DHS IMPORTED CASE

This case has recently been imported into the MYCIDS system from DHS. If there is an already existing MYCIDS case that duplicates the imported case information, click on the "Remove" link below to delete the imported case. If not then this imported case will remain in this alert until it has been modified by a MYCIDS user.

[Show](#) the information for the selected Case 1-YC-2009-P-3868-1(77144) - Johnny Testcase .

Once an imported case is modified in MYCIDS, the alert is removed from the list.

If MYCIDS finds possible duplicates of the imported case in the MYCIDS system, it will list them on this alert and give an option to remove the imported case from MYCIDS

► *DHS Case Import Report*

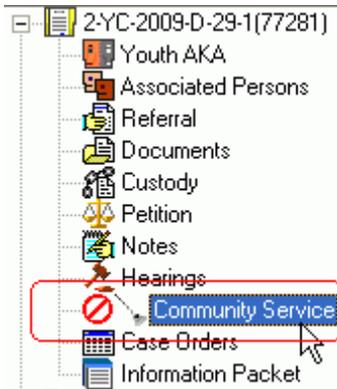
The DHS import report can be generated from the reports module in MYCIDS. For more information on generating reports, see section 22.0 - Reports

The DHS import will look similar to the image below:

Wednesday, April 15, 2009 04:23 PM						29 to 29
<u>Attempted</u>						
<u>Import Date</u>	<u>Child Information</u>	<u>MACWS Docket Number</u>	<u>MYCIDS Docket Number</u>	<u>Import Status</u>	<u>Reason for Failure</u>	
3/9/2009	Johnny Testcase	555YC0679797_8907897	2-YC-2009-P3868-1(77144)	Success	N/A	
3/9/2009	Jimmy Testcase	545YC0679797_34561	2-YC-2009-P3869-1(77145)	Success	N/A	
<hr/>						
<i>Total cases that FAILED to be imported</i>					289	
<hr/>						
Total Cases that MYCIDS attempted to Import for the selected time period					376	

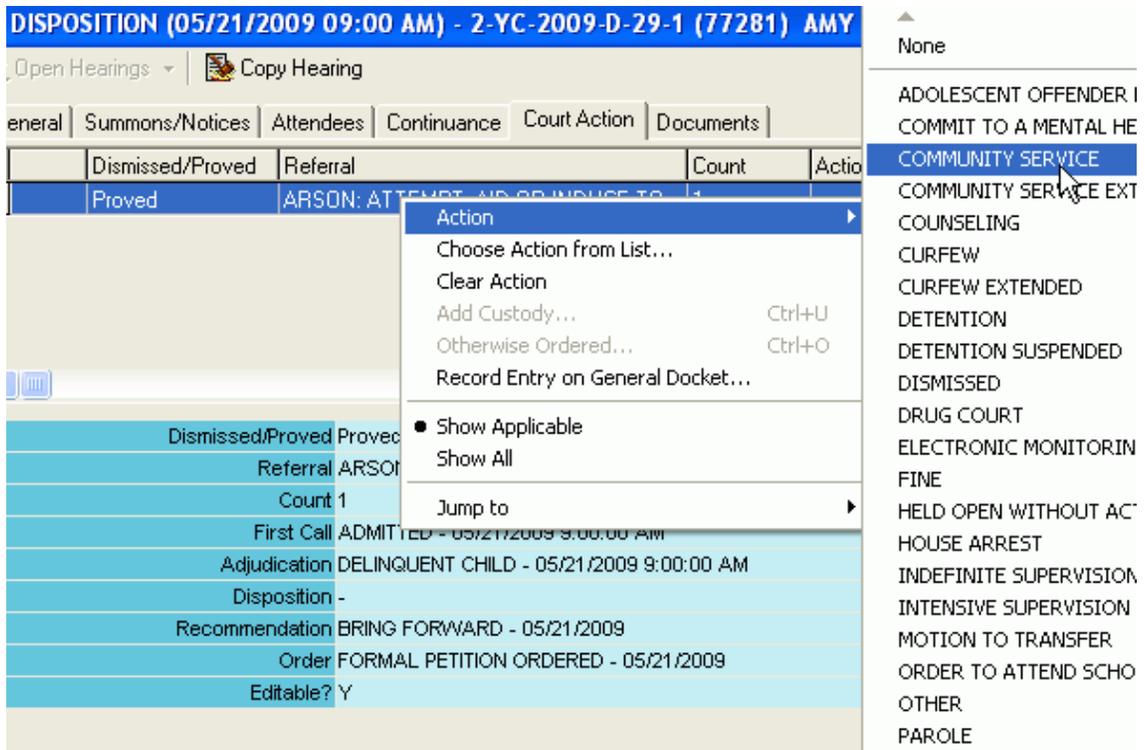
33.0 - Community Service

The Community Service node on a case becomes available once community service or community service extended is added as a court action at the disposition hearing and community service hours ordered are entered. If this has not taken place, the node will have a red  symbol next to it as shown in the image below.



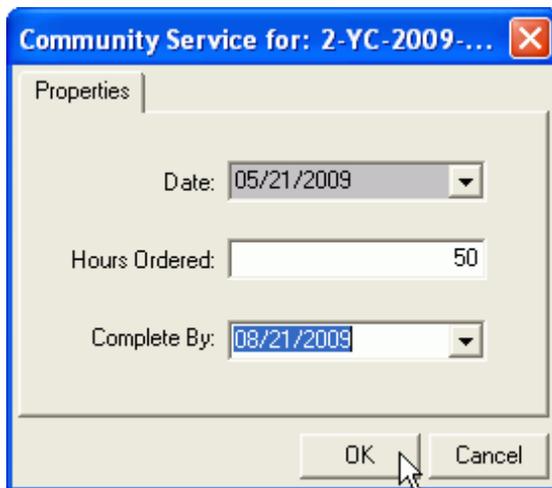
► *Community Service Hours Ordered*

1. Community service or community service extended needs to be added as a court action at the disposition hearing.



For information on adding court actions to a hearing see section [11.2 - Edit a Hearing](#).

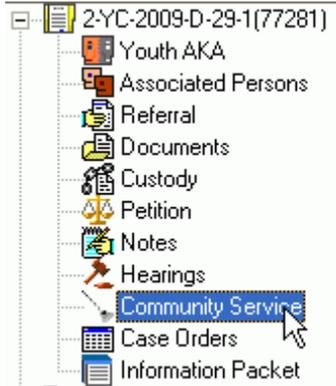
2. Enter the community service hours information.



Click OK.

► *Assign Work hours to Community Service Site*

1. Click on the Community Service Node.



2. Community Service Sites need to be added as associated persons to the case. The note in the image below states "There must be at least one Associated Person with the relationship of Community Service Site to assign work hours."

There must be at least one Associated Person with the relationship type of Community Service Site to assign work hours.

Total Community Service Hours Ordered:	50
Total Community Service Hours Worked:	0
Total Community Service Hours Remaining:	0

ACTIONS
[Generate](#) Parent/Legal Guardian notification letter

Enter the Community Service Sites as Associated Persons with the relationship of "Community Service Site." For more information on adding associated persons to a case see section [5.4 - Search for a person to add to this case.](#)

3. Select from the list of community Service sites.

Site	Hours Assigned	Hours Completed	Hours Remaining
▶ <input checked="" type="checkbox"/> OAKDALE HOSPITAL	0	0	0
<input checked="" type="checkbox"/> OAKDALE NURSING HOME	0	0	0

Total Community Service Hours Ordered:	50
Total Community Service Hours Worked:	0
Total Community Service Hours Remaining:	0

ACTIONS
[Edit](#) selected Community Service Site.
[Generate](#) Parent/Legal Guardian notification letter

Site	Hours Assigned	Hours Completed	Hours Remaining						
▶ <input checked="" type="checkbox"/> OAKDALE HOSPITAL	0	0	0						
<table border="1"> <thead> <tr> <th>Approval Dates</th> <th>Total Hours Worked</th> <th>Overall Performance</th> </tr> </thead> <tbody> <tr> <td>▶</td> <td></td> <td></td> </tr> </tbody> </table>	Approval Dates	Total Hours Worked	Overall Performance	▶					
Approval Dates	Total Hours Worked	Overall Performance							
▶									
<input checked="" type="checkbox"/> OAKDALE NURSING HOME	0	0	0						

Total Community Service Hours Ordered:	50
Total Community Service Hours Worked:	0
Total Community Service Hours Remaining:	0

ACTIONS
[Edit](#) selected Community Service Site.
[Generate](#) Parent/Legal Guardian notification letter

4. Click the "Edit Selected Community Service Site" action

34.0 - Case Removal & Unlocking Documents

Site	Hours Assigned	Hours Completed	Hours Remaining
▶ OAKDALE HOSPITAL	0	0	0
Approval Dates	Total Hours Worked	Overall Performance	
▶ OAKDALE NURSING HOME	0	0	0

Total Community Service Hours Ordered: 50
Total Community Service Hours Worked: 0
Total Community Service Hours Remaining: 0

ACTIONS
[Edit](#) selected Community Service Site.
[Generate](#) Parent/Legal Guardian notification letter

5. Enter the Work Hours for the site.



The dialog box titled "Assign Site Hours" has a close button (X) in the top right corner. It contains the text "Assign Work Hours to Site:" followed by "OAKDALE HOSPITAL" in bold. Below this, there is a text input field containing the number "50" and an "OK" button with a mouse cursor pointing to it.

▶ *Add hours worked to Community Service Site*

1. Click on the Community Service Node.



2. Choose the Community Service site to add hours worked.

Site	Hours Assigned	Hours Completed	Hours Remaining				
DAKDALE HOSPITAL	50	0	50				
<table border="1"> <tr> <td>Approval Dates</td> <td>Total Hours Worked</td> <td>Overall Performance</td> <td> <input type="button" value="↑"/> <input type="button" value="↓"/> </td> </tr> </table>	Approval Dates	Total Hours Worked	Overall Performance	<input type="button" value="↑"/> <input type="button" value="↓"/>			
Approval Dates	Total Hours Worked	Overall Performance	<input type="button" value="↑"/> <input type="button" value="↓"/>				
DAKDALE NURSING HOME	0	0	0				

3. Click on the "Add hours worked" action. **Note:** This action will only be available if the community service site selected has been assigned hours - See

Site	Hours Assigned	Hours Completed	Hours Remaining				
DAKDALE HOSPITAL	50	0	50				
<table border="1"> <tr> <td>Approval Dates</td> <td>Total Hours Worked</td> <td>Overall Performance</td> <td> <input type="button" value="↑"/> <input type="button" value="↓"/> </td> </tr> </table>	Approval Dates	Total Hours Worked	Overall Performance	<input type="button" value="↑"/> <input type="button" value="↓"/>			
Approval Dates	Total Hours Worked	Overall Performance	<input type="button" value="↑"/> <input type="button" value="↓"/>				
DAKDALE NURSING HOME	0	0	0				

Total Community Service Hours Ordered: 50

Total Community Service Hours Worked: 0

Total Community Service Hours Remaining: 0

ACTIONS

[Edit](#) selected Community Service Site.

[Generate](#) Parent/Legal Guardian notification letter

[Generate](#) Paren/Legal Guardian confirmation letter.

[Generate](#) Site confirmation letter.

[Generate](#) work form.

[Add](#) hours worked.



4. Enter information for the Community Service Hours Worked.

Community Service Hours Worked

Properties

Site: DAKDALE HOSPITAL

Hours Remaining: 50

Approval Date: 05/22/2009

Total Hours Worked: 20

Overall Performance: SATISFACTORY

Notes:

OK Cancel

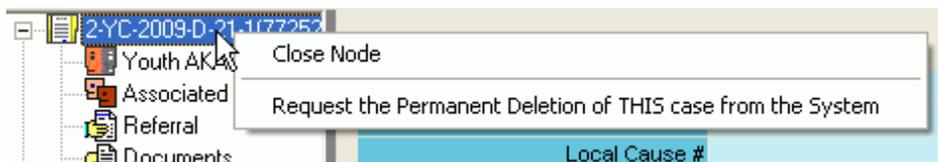
5. Click OK

34.0 - Case Removal & Unlocking Documents

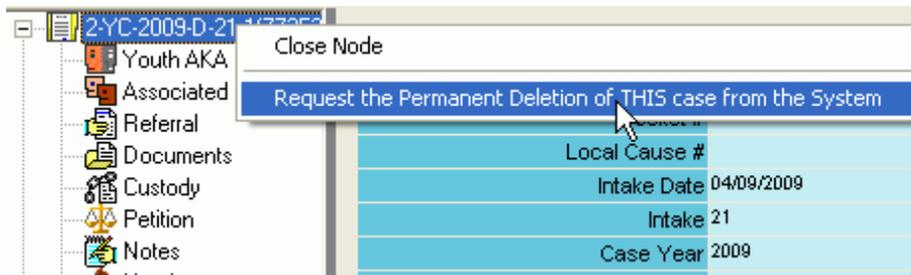
Cases in MYCIDS that have no electronically signed documents in the case can be requested for removal from the MYCIDS system. Also, recorded documents can be requested to be unrecorded (unlocked). Electronically signed documents **cannot** be requested for deletion. Only users who are given MYCIDS access rights to request removal of cases or unlocking of documents will be able to use this feature.

▶ Requesting Case Removal

Step 1: Right Click on the case to request for removal.



Step 2: Choose "Request the Permanent Deletion of THIS case from the System" from the menu.



Note !

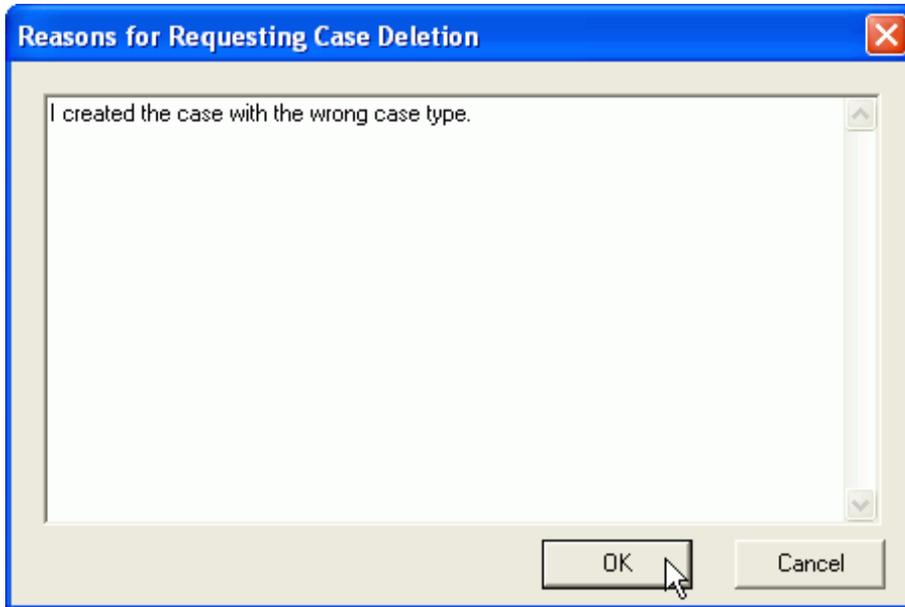
If the case being requested for deletion has recorded documents attached to it, the following message will appear.



Step 3: Choose YES from the "Confirm deletion" window to confirm the deletion or choose NO to cancel the request.



Step 4: Enter the reason(s) for requesting the case deletion and click OK or click the CANCEL button to cancel the deletion request.



After the OK button is clicked, a message will appear stating that the deletion request has been logged. Click the OK button to close out this window.



Note !

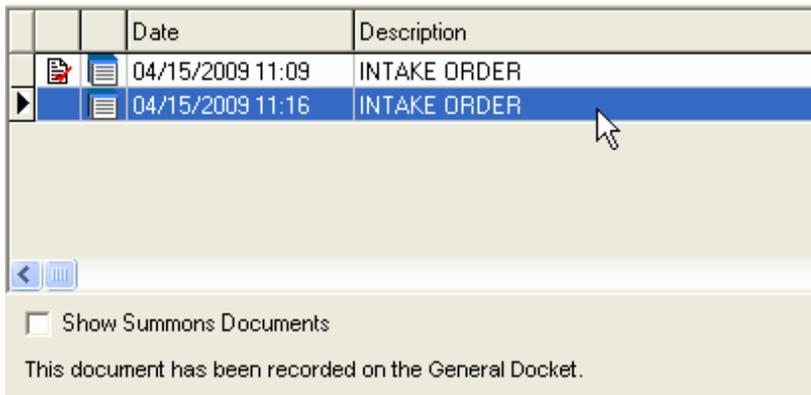
When a case is requested for deletion and the case has already been logged for

deletion, a message will appear to notify the user.



► *Requesting Document unlocking.*

Step 1: Select the document in the documents node to request the unlocking of.



Step 2: Choose "Request unlocking of selected document" from the list of actions.

		Date	Description
		04/15/2009 11:09	INTAKE ORDER
		04/15/2009 11:16	INTAKE ORDER

Show Summons Documents

This document has been recorded on the General Docket.

ACTIONS

[Attach](#) a new document.
[Attach](#) from scanner.
[Download](#) and view the selected document.
[Edit Notes](#) for the selected document.
[Request](#) unlocking of selected document.

Note !

If a document cannot be requested for unlocking, the action to request the unlocking of the document will not be available and a message will show up stating why is cannot be requested for unlocking.

		Date	Description
		04/15/2009 11:09	INTAKE ORDER
		04/15/2009 11:16	INTAKE ORDER

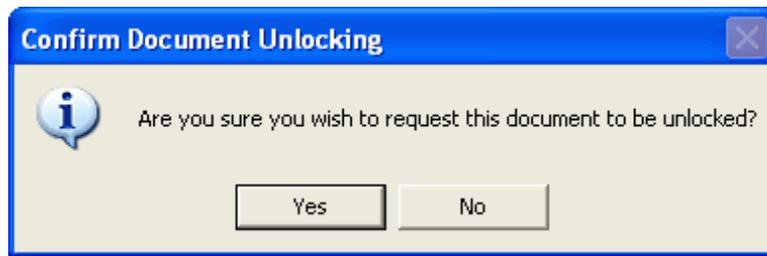
Show Summons Documents

This document has been recorded on the General Docket.
 This document has been digitally signed.
This document can NOT be unlocked, because it has been ESigned.

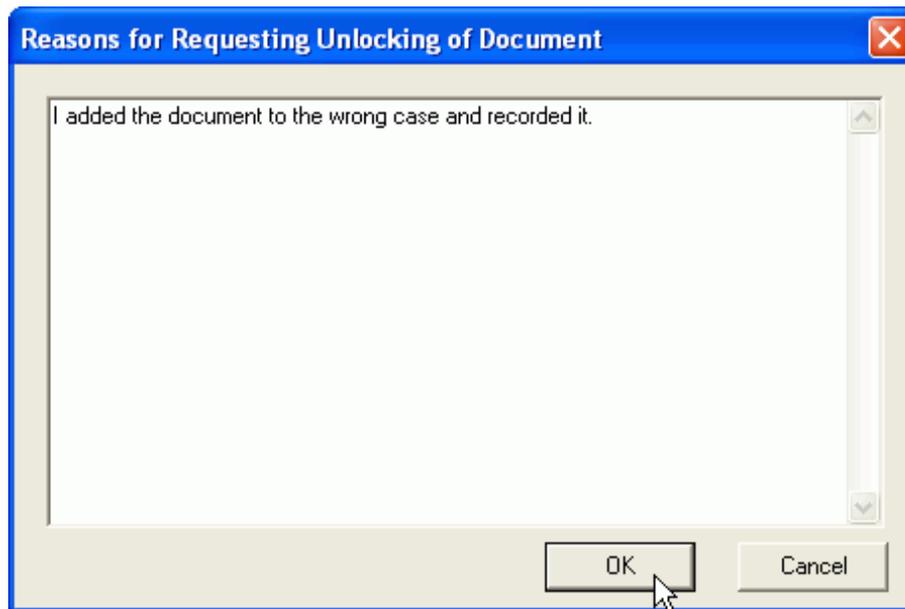
ACTIONS

[Attach](#) a new document.
[Attach](#) from scanner.
[Download](#) and view the selected document.
[Edit Notes](#) for the selected document.

Step 3: Choose YES from the "Confirm Document Unlocking" window to confirm the unlocking of the document or choose NO to cancel the request.



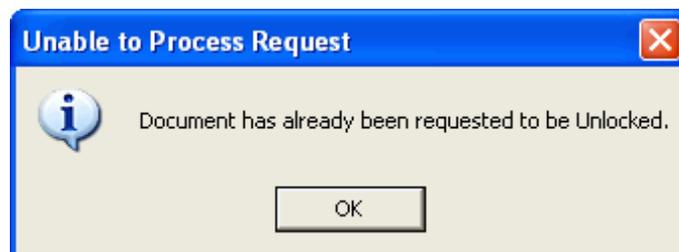
Step 4: Enter the reason(s) for requesting the unlocking of the document and click OK or click the CANCEL button to cancel the unlocking request.



After the OK button is clicked, a message will appear stating that the unlocking request has been logged. Click the OK button to close out this window.

Note !

When a document is requested for unlocking and the document has already been logged for unlocking, a message will appear to notify the user.





Motions

35.0 - Motions

This section will address how to add, edit, and delete motions. It also shows how to record the motions to the General Docket.

- ▶ [35.1 - Add a Motion record](#)
- ▶ [35.2 - Edit a Motion Record](#)
- ▶ [35.3 - Delete a Motion Record](#)
- ▶ [35.4 - Record a Motion to the General Docket](#)

35.1 - Add a Motion Record

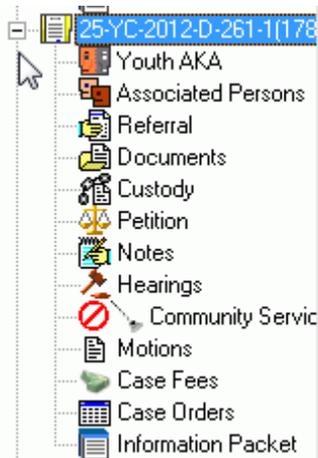
35.1 - Add a Motion Record

► *Step 1 - Expand the Case*

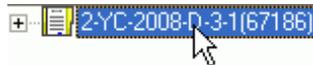
Click on the  next to the case number in the Case Navigation Panel.



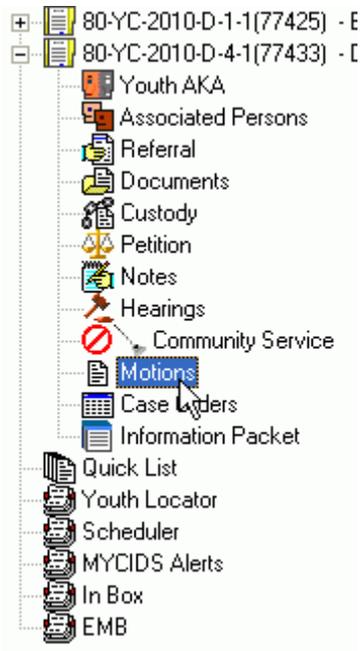
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



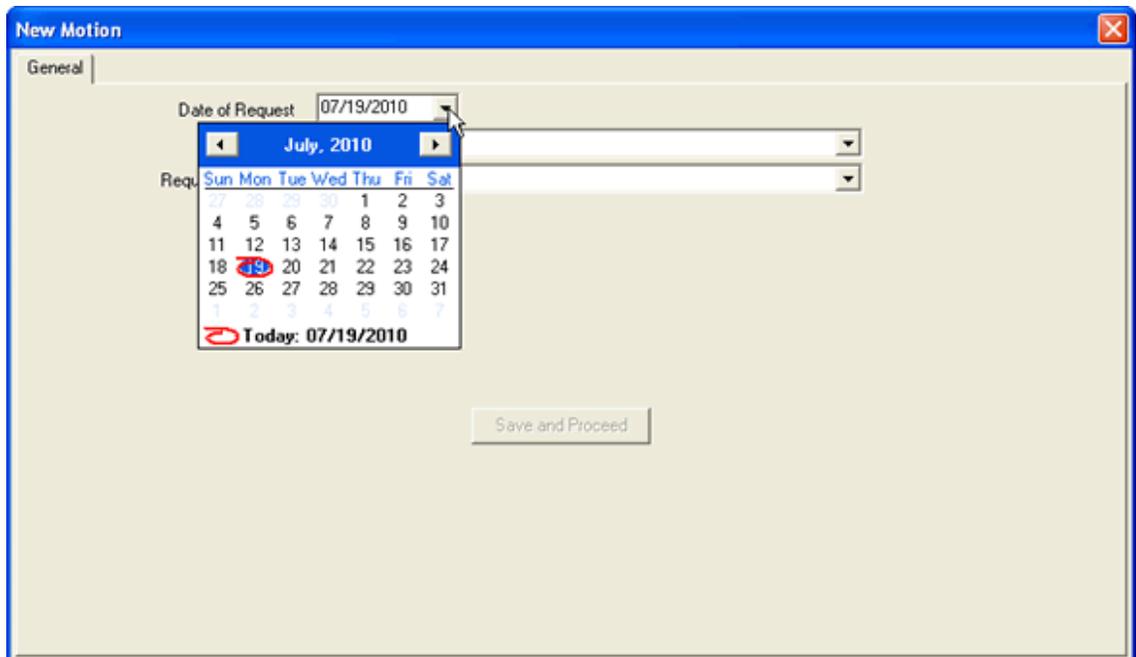
► *Step 2 - Click on the Motions Node*



▶ *Step 3 - From the list of actions, click on Add a Motion record.*



▶ *Step 4 - Choose a Date of Request from the calendar drop-down menu.*



► **Step 5 - Choose a Motion Type.**

- *Motion to Dismiss Cause with Prejudice*

Note !

A Motion to Dismiss Cause with Prejudice must be filed before the case has been adjudicated.

Step 6 - Select Motion to Dismiss Cause with Prejudice as the Motion Type.

The screenshot shows a window titled "New Motion" with a "General" tab. The "Date of Request" is set to "08/27/2010". The "Motion Type" dropdown menu is open, displaying a list of options: "MOTION TO DISMISS CAUSE WITH PREJUDICE", "MOTION TO TRANSFER TO AN ADULT COURT", "MOTION TO CONTINUE AN EXISTING HEARING", "MOTION FOR CONTEMPT HEARING", "MOTION FOR DISCLOSURE OF RECORDS", "MOTION TO CLOSE THE CASE", "MOTION FOR PSYCHOLOGICAL TREATMENT", and "MOTION FOR MEDICAL TREATMENT". A mouse cursor is pointing at the first option, "MOTION TO DISMISS CAUSE WITH PREJUDICE". A "Save and Proceed" button is visible at the bottom of the dialog.

Step 7 - In the requesting Person field, select the person who made the request from the drop-down list.

New Motion

General

Date of Request: 08/27/2010

Motion Type: MOTION TO DISMISS CAUSE WITH PREJUDICE

Requesting Person: BRANDON FULTON - (YOUTH COURT COUNSELOR)

BECKY KNOX - (MOTHER - BIOLOGICAL)

BRANDON FULTON - (YOUTH COURT COUNSELOR)

DON MIDDLE KNOX JR - (YOUTH)

JON KNOX - (FATHER - BIOLOGICAL)

PROS TEST - (PROSECUTING ATTORNEY)

SERVICE COMMUNITY - (COMMUNITY SERVICE SITE)

TESTER A.JUDGE - (PRESIDING)

Save and Proceed

Step 8 - Click Save and Proceed.



Step 9 - Select a Court Action from the drop-down menu.

MOTION TO DISMISS CAUSE WITH PREJUDICE

General Documents

Date of Request: 08/27/2010

Motion Type: MOTION TO DISMISS CAUSE WITH PREJUDICE

Requesting Person: BRANDON FULTON - (YOUTH COURT COUNSELOR)

Court Action: GRANTED

GRANTED

DENIED

SCHEDULE MOTION HEARING

OK Cancel

Granted	
---------	--

	<p>If this option is selected, the Motion to Dismiss Cause with Prejudice window will close and the motion will be marked as granted. All referrals on the Hearing Court Action and Hearing Response tabs will be disabled. Also, referrals may no longer be added or edited under the Referrals node.</p>
Denied	<p>If the motion is denied, the Motion to Dismiss Cause with Prejudice window will close and the motion will be marked as denied.</p>
Schedule Motion Hearing	<p>If this option is selected, a new hearing window will be displayed. The Motion Hearing may be scheduled from this window.</p>

Step 10 - Click OK.

- *Motion to Transfer to an Adult Court*

Note !

A Motion to Transfer to an Adult Court must be filed within 10 days of the date of the last filed petition. Also, no Adjudication actions may have taken place on any referral.

*Step 6 - Select **Motion to Transfer to an Adult Court** as the **Motion Type**.*

The screenshot shows the 'New Motion' form with the following fields and values:

- Date of Request: 07/19/2010
- Motion Type: MOTION TO TRANSFER TO AN ADULT COURT
- Requesting Person: (Dropdown menu open showing options: MOTION TO TRANSFER TO AN ADULT COURT, MOTION TO CONTINUE AN EXISTING HEARING, MOTION FOR CONTEMPT HEARING, MOTION FOR DISCLOSURE OF RECORDS, MOTION TO CLOSE THE CASE, MOTION FOR PSYCHOLOGICAL TREATMENT, MOTION FOR MEDICAL TREATMENT)
- Transfer To District: (Empty)
- Transfer to Court: (Empty)

A 'Save and Proceed' button is visible at the bottom of the form.

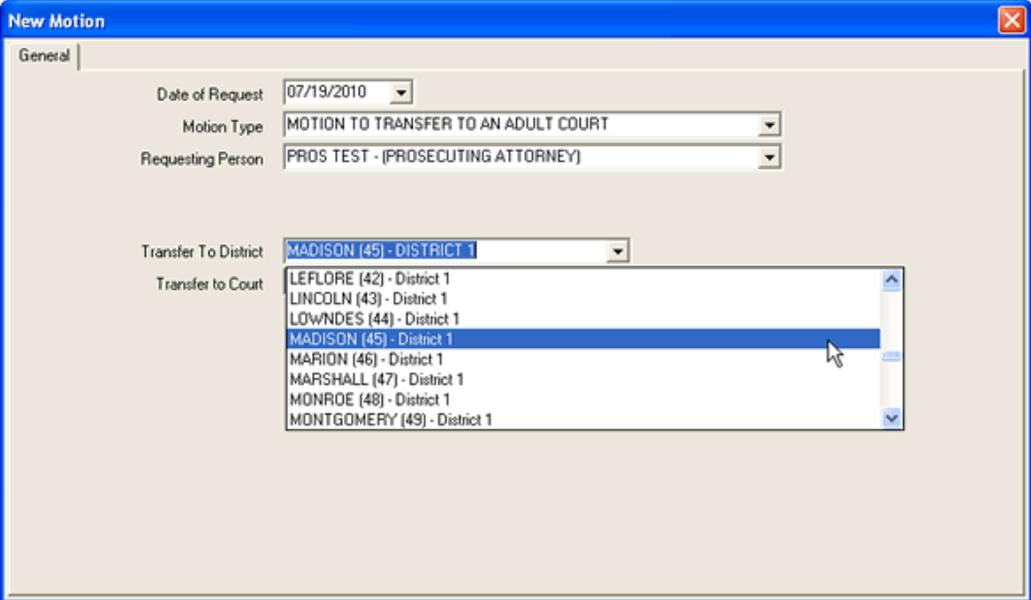
*Step 7 - In the **Requesting Person** field, select the person who made the request from the drop-down list.*

The screenshot shows the 'New Motion' form with the following fields and values:

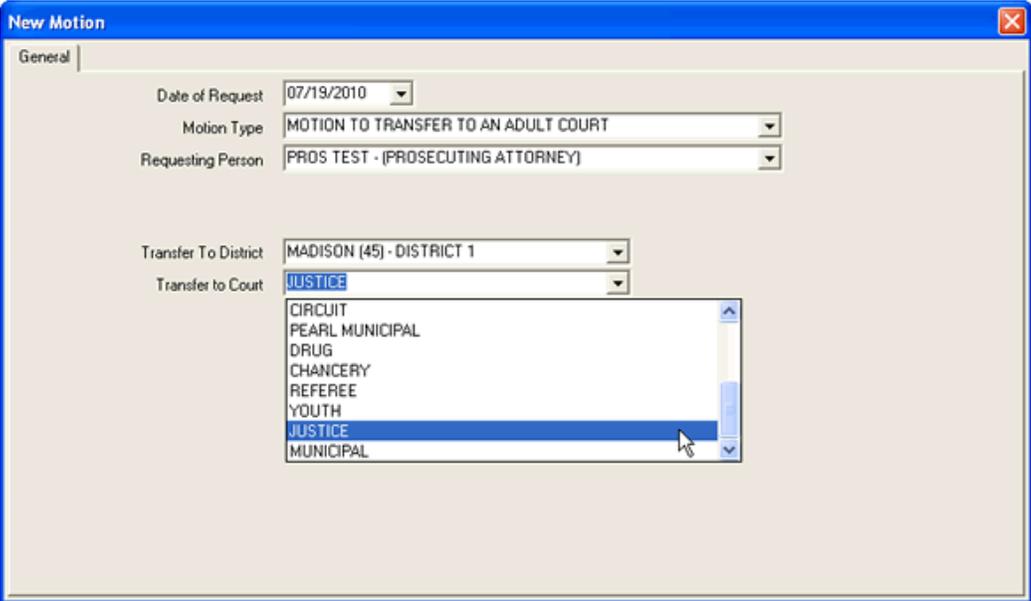
- Date of Request: 07/19/2010
- Motion Type: MOTION TO TRANSFER TO AN ADULT COURT
- Requesting Person: PROS TEST - (PROSECUTING ATTORNEY)
- Transfer To District: (Dropdown menu open showing options: BECKY KNOX - (MOTHER - BIOLOGICAL), DHS CLERK - (DHS), DON MIDDLE KNOX - (YOUTH), JON KNOX - (FATHER - BIOLOGICAL), PROS TEST - (PROSECUTING ATTORNEY), TESTER A JUDGE - (PRESIDING))
- Transfer to Court: (Empty)

A 'Save and Proceed' button is visible at the bottom of the form.

*Step 8 - In the **Transfer to District** field, select a district from the drop-down menu.*



*Step 9 - In the **Transfer to Court Field**, select a court from the drop-down menu.*



*Step 10 - Click **Save and Proceed**.*

Transfer To District MADISON (45) - DISTRICT 1

Transfer to Court JUSTICE

Save and Proceed

Step 11 - Select a Court Action from the drop-down menu.

MOTION TO TRANSFER TO AN ADULT COURT

General Documents

Date of Request 07/19/2010

Motion Type MOTION TO TRANSFER TO AN ADULT COURT

Requesting Person PROS TEST - (PROSECUTING ATTORNEY)

Transfer To District MADISON (45) - DISTRICT 1

Transfer to Court JUSTICE

Court Action

- GRANTED
- GRANTED
- DENIED
- SCHEDULE MOTION HEARING

OK Cancel

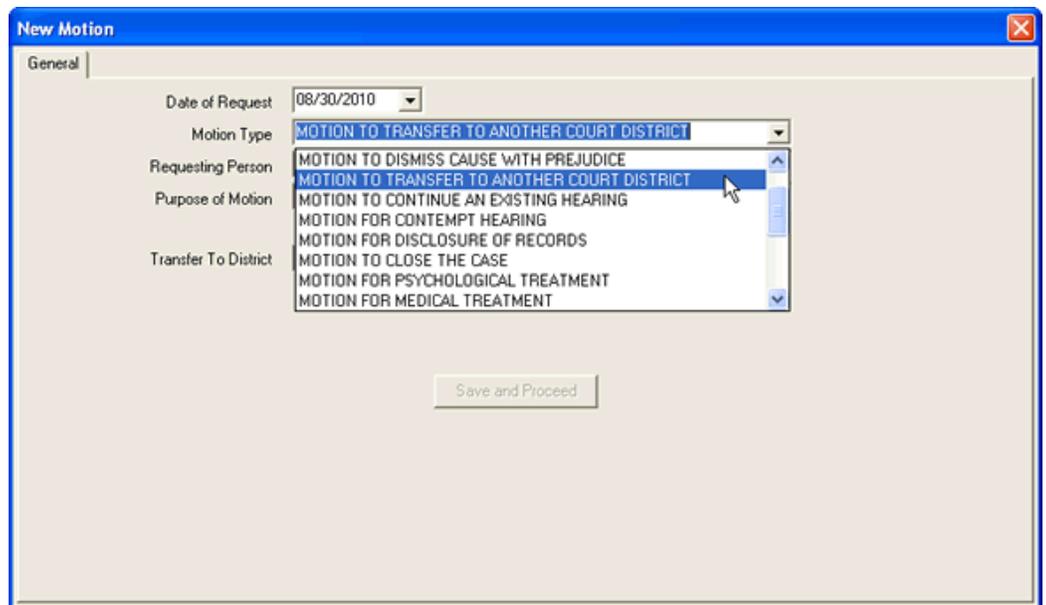
Granted	If this option is selected, a new hearing window will be displayed. A Transfer Hearing may be scheduled from this window.
Denied	If the motion is denied, the Motion to Transfer to an Adult Court window will close.
Schedule Motion Hearing	If this option is selected, a new hearing window will be displayed. The Motion Hearing may be scheduled from this window.

Step 12 - Click OK.

The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

- *Motion to Transfer to Another Court District*

Step 6 - Select Motion to Transfer to Another Court as the Motion Type.

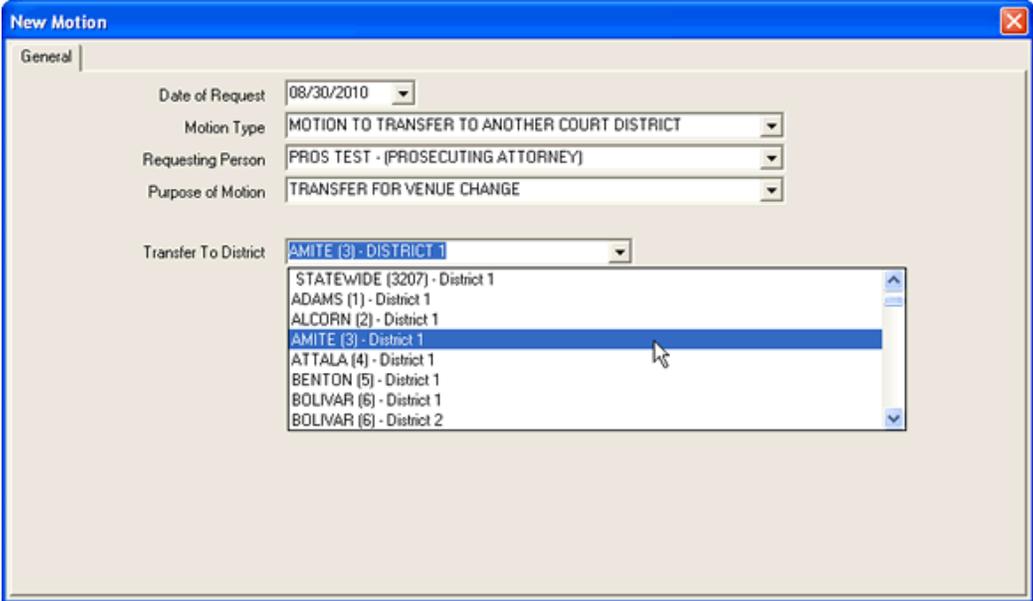


Step 7 - In the Requesting Person field, select the person who made the request from the drop-down list.

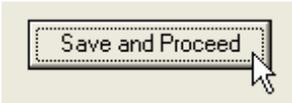
Step 8 - The Purpose of Motion field options will vary depending on the circumstance of the case. [Click here for a list of possible options and when they are available.](#)

Motion Purpose	Case Type	Description
Transfer for Disposition	Delinquency	This motion is available after a case has been adjudicated but before it has been disposed.
Transfer for Supervision	Delinquency	This motion is only available after the case has been disposed.
Transfer for Disposition	Protection	This motion is available after a case has been adjudicated but before it has been disposed.
Transfer for Supervision	Protection	This motion is only available after the case has been disposed.
Transfer for Venue Change	Protection	This motion is available anytime during a protection case.

Step 9 - In the Transfer to District field, select a district from the drop-down menu.



Step 10 - Click Save and Proceed.



Step 11 - Select a Court Action from the drop-down menu.

Granted	If the motion is granted, a Transfer Case window will be displayed.
Denied	If the motion is denied, the Motion to Transfer to Another Court District window will close and the motion will be marked as denied.
Schedule Motion Hearing	If this option is selected, a new hearing window will be displayed. The Motion Hearing may be scheduled from this window.

Step 12 - Click OK.

- *Motion to Continue an Existing Hearing*

Note !

A Motion to Continue an Existing Hearing is filed outside of the hearing. This type of motion is typically used to reschedule a hearing due to a scheduling conflict or similar circumstances.

*Step 6 - Select **Motion to Continue an Existing Hearing** as the **Motion Type**.*

The screenshot shows the 'New Motion' window with the 'General' tab selected. The 'Date of Request' is set to 07/28/2010. The 'Motion Type' dropdown menu is open, displaying a list of motion types. 'MOTION TO CONTINUE AN EXISTING HEARING' is highlighted in blue. Other options include 'MOTION TO TRANSFER TO AN ADULT COURT', 'MOTION FOR CONTEMPT HEARING', 'MOTION FOR DISCLOSURE OF RECORDS', 'MOTION TO CLOSE THE CASE', 'MOTION FOR PSYCHOLOGICAL TREATMENT', and 'MOTION FOR MEDICAL TREATMENT'. A 'Save and Proceed' button is visible at the bottom.

*Step 7 - In the **Requesting Person** field, select the requesting person from the drop-down list.*

The screenshot shows the 'New Motion' window with the 'General' tab selected. The 'Date of Request' is 07/28/2010 and the 'Motion Type' is 'MOTION TO CONTINUE AN EXISTING HEARING'. The 'Requesting Person' dropdown menu is open, showing a list of names and roles. 'PROS TEST - (PROSECUTING ATTORNEY)' is highlighted in blue. Other names include 'BECKY KNOX - (MOTHER - BIOLOGICAL)', 'DHS CLERK - (DHS)', 'DON MIDDLE KNOX - (YOUTH)', 'JON KNOX - (FATHER - BIOLOGICAL)', and 'TESTER A.JUDGE - (PRESIDING)'. A 'Save and Proceed' button is at the bottom.

*Step 8 - In the **Hearing to Continue** field, select a hearing to continue from the drop-down list. Only hearings that exist under the Hearings*

node will be available to continue.

New Motion

General

Date of Request: 07/28/2010

Motion Type: MOTION TO CONTINUE AN EXISTING HEARING

Requesting Person: PRDS TEST - (PROSECUTING ATTORNEY)

Hearing to Continue: ADJUDICATION - 07/27/2010 09:00:00 AM

Date of New Hearing:

- ADJUDICATION - 07/27/2010 09:00:00 am
- DETENTION - 07/28/2010 09:00:00 am
- DISPOSITION - 07/30/2010 09:00:00 am

Save and Proceed

Step 9 - Select a date for the new hearing from the calendar drop-down menu.

New Motion

General

Date of Request: 07/28/2010

Motion Type: MOTION TO CONTINUE AN EXISTING HEARING

Requesting Person: PRDS TEST - (PROSECUTING ATTORNEY)

Hearing to Continue: ADJUDICATION - 07/27/2010 09:00:00 AM

Date of New Hearing: 07/29/2010 09:00:00 am

July, 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: 07/28/2010

Proceed

Step 10 - Click Save and Proceed.

Hearing to Continue: ADJUDICATION - 07/27/2010 09:00:00 AM

Date of New Hearing: 07/29/2010 09:00:00 am

Save and Proceed

Step 11 - Select a Court Action from the drop-down menu.

MOTION TO CONTINUE AN EXISTING HEARING

General | Documents

Date of Request: 07/28/2010

Motion Type: MOTION TO CONTINUE AN EXISTING HEARING

Requesting Person: PROS TEST - (PROSECUTING ATTORNEY)

Hearing to Continue: ADJUDICATION - 07/27/2010 09:00:00 AM

Date of New Hearing: 07/29/2010 09:00:00 am

Court Action: GRANTED (selected), DENIED, SCHEDULE MOTION HEARING

OK Cancel

Granted	If the motion is granted, a new hearing window containing the continued hearing will be displayed. The continued hearing may be edited from this window.
Denied	If the motion is denied, the Motion to Continue an Existing Hearing window will close and no continued hearing will be created.
Schedule Motion Hearing	If this option is selected, a new hearing window will be displayed. The Motion Hearing may be scheduled from

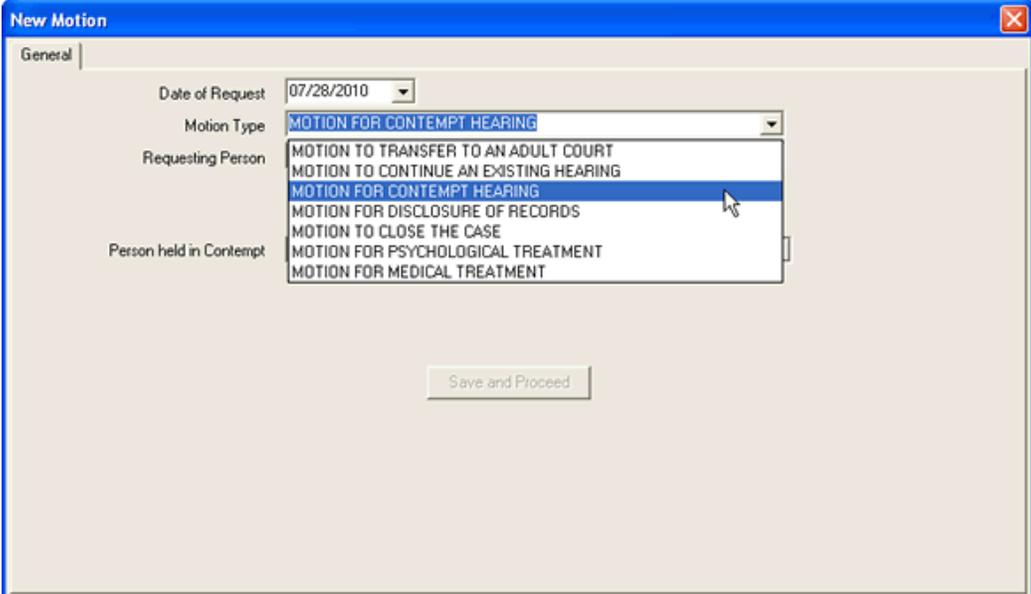
this window.

Step 12 - Click OK.

The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

- *Motion for Contempt Hearing*

*Step 6 - Select **Motion for Contempt Hearing** as the **Motion Type**.*



The screenshot shows a window titled "New Motion" with a "General" tab. The "Date of Request" is set to 07/28/2010. The "Motion Type" dropdown menu is open, showing a list of options: "MOTION FOR CONTEMPT HEARING" (highlighted), "MOTION TO TRANSFER TO AN ADULT COURT", "MOTION TO CONTINUE AN EXISTING HEARING", "MOTION FOR DISCLOSURE OF RECORDS", "MOTION TO CLOSE THE CASE", "MOTION FOR PSYCHOLOGICAL TREATMENT", and "MOTION FOR MEDICAL TREATMENT". The "Person held in Contempt" field is empty. A "Save and Proceed" button is visible at the bottom.

*Step 7 - In the **Requesting Person** field, select the person making the request from the drop-down list.*

The screenshot shows a 'New Motion' window with the following fields:

- Date of Request: 07/28/2010
- Motion Type: MOTION FOR CONTEMPT HEARING
- Requesting Person: TESTER A JUDGE - (PRESIDING)
- Person held in Contempt: A dropdown menu is open, showing a list of names: BECKY KNOX - (MOTHER - BIOLOGICAL), DHS CLERK - (DHS), DON MIDDLE KNOX - (YOUTH), JON KNOX - (FATHER - BIOLOGICAL), PROS TEST - (PROSECUTING ATTORNEY), and TESTER A JUDGE - (PRESIDING). The last option is highlighted.

A 'Save and Proceed' button is located at the bottom of the window.

*Step 8 - Select the **Person to be Held in Contempt** from the drop-down list.*

The screenshot shows the 'New Motion' window with the following fields:

- Date of Request: 07/28/2010
- Motion Type: MOTION FOR CONTEMPT HEARING
- Requesting Person: TESTER A JUDGE - (PRESIDING)
- Person held in Contempt: A dropdown menu is open, showing a list of names: DON MIDDLE KNOX - (YOUTH), BECKY KNOX - (MOTHER - BIOLOGICAL), JON KNOX - (FATHER - BIOLOGICAL), PROS TEST - (PROSECUTING ATTORNEY), and DHS CLERK - (DHS). The option 'JON KNOX - (FATHER - BIOLOGICAL)' is highlighted.

A 'Save and Proceed' button is located at the bottom of the window.

*Step 9 - Click **Save and Proceed**.*

Person held in Contempt

*Step 10 - Select a **Court Action** from the drop-down list.*

MOTION FOR CONTEMPT HEARING

General | Documents |

Date of Request

Motion Type

Requesting Person

Person held in Contempt

Court Action

Granted	If this option is selected, a new hearing window will be displayed. A Contempt Hearing may be scheduled from this window.
Denied	If the motion is denied, the Motion for Contempt Hearing window will close.

*Step 11 - Click **OK**.*

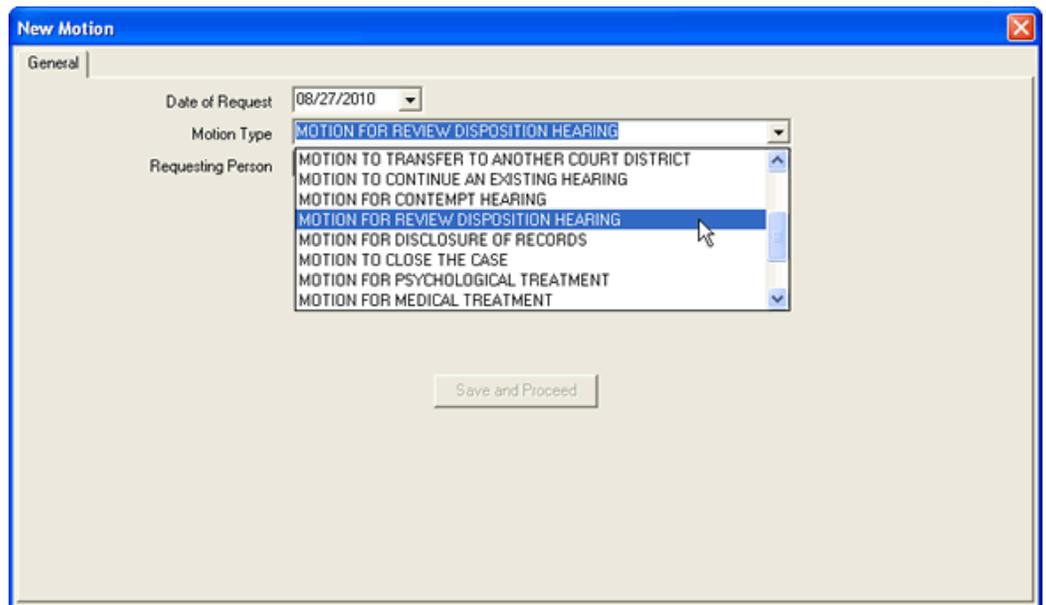
The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

- *Motion for Review*

Note !

A Motion for Review Disposition Hearing can only be filed after a case has been disposed.

Step 6 - Select Motion for Review Disposition Hearing as the Motion Type.



Step 7 - In the Requesting Person field, select the person who made the request from the drop-down list.

New Motion

General

Date of Request: 08/27/2010

Motion Type: MOTION FOR REVIEW DISPOSITION HEARING

Requesting Person: BRANDON FULTON - (YOUTH COURT COUNSELOR)

BECKY KNOX - (MOTHER - BIOLOGICAL)
BRANDON FULTON - (YOUTH COURT COUNSELOR)
DON MIDDLE KNOX JR - (YOUTH)
JON KNOX - (FATHER - BIOLOGICAL)
PROS TEST - (PROSECUTING ATTORNEY)
SERVICE COMMUNITY - (COMMUNITY SERVICE SITE)
TESTER A.JUDGE - (PRESIDING)

Save and Proceed

Step 8 - Click Save and Proceed.



Step 9 - Select a Court Action from the drop-down list.

MOTION FOR REVIEW DISPOSITION HEARING

General Documents

Date of Request: 08/27/2010

Motion Type: MOTION FOR REVIEW DISPOSITION HEARING

Requesting Person: BRANDON FULTON - (YOUTH COURT COUNSELOR)

Court Action: GRANTED

GRANTED
DENIED

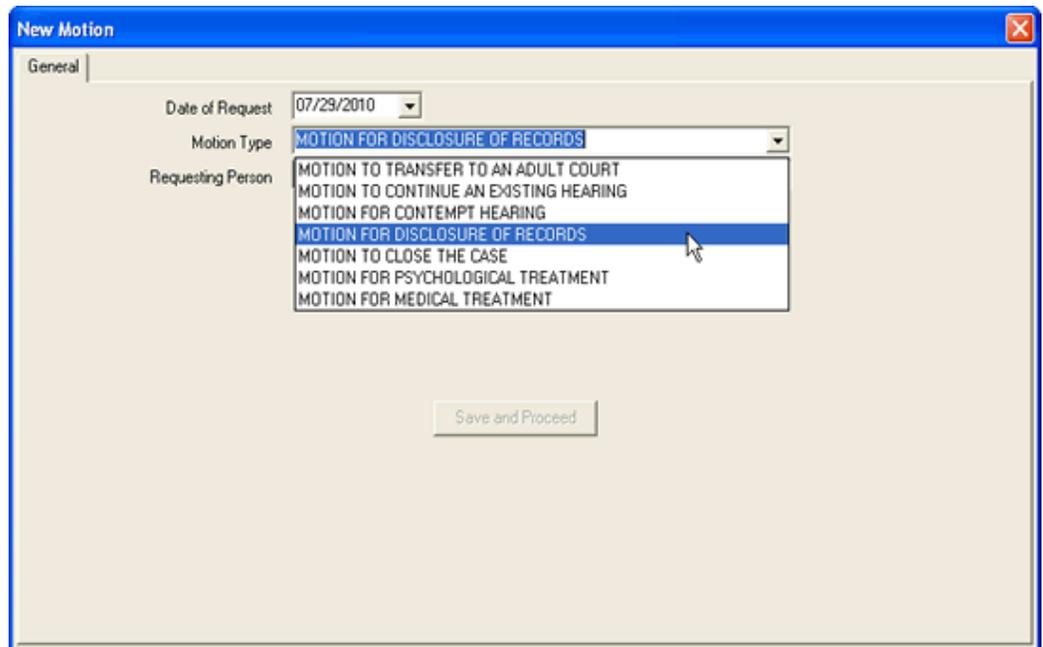
OK Cancel

<p>Granted</p>	<p>If this option is selected, a new hearing window will be displayed. A Post Dispositional Review hearing may be scheduled from this window.</p>
<p>Denied</p>	<p>If the motion is denied, the Motion for Review Disposition Hearing window will close and the motion will be marked as denied.</p>

Step 10 - Click OK.

- *Motion for Disclosure of Records*

*Step 6 - Select **Motion for Disclosure of Records** as the Motion Type.*



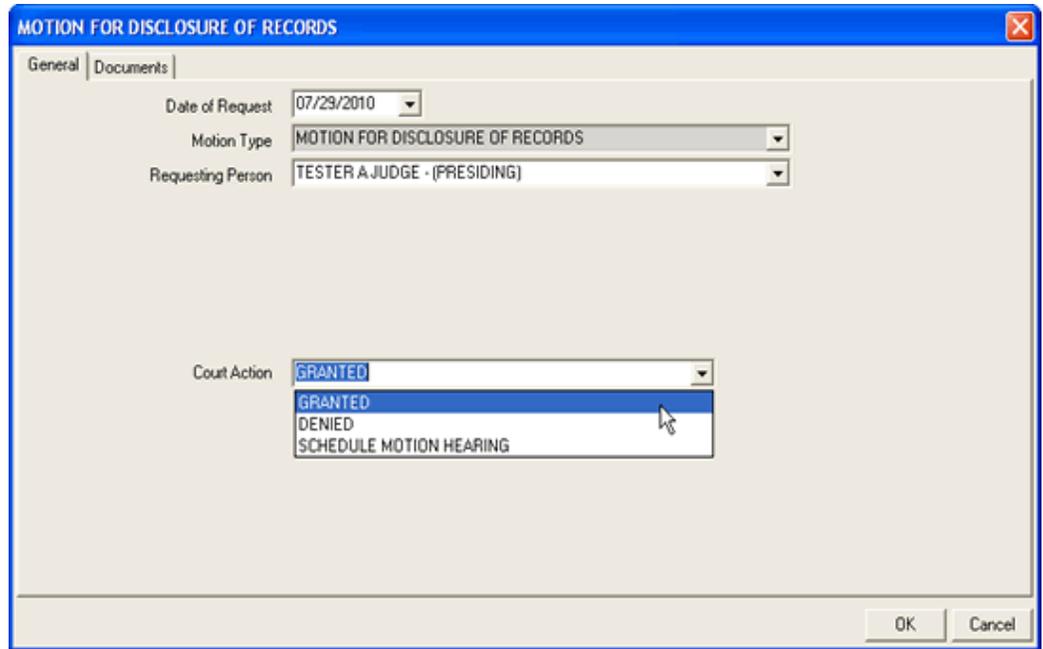
*Step 7 - In the **Requesting Person** field, select the person making the request from the drop-down list.*

The screenshot shows a software window titled "New Motion" with a "General" tab. It contains three dropdown menus: "Date of Request" (07/29/2010), "Motion Type" (MOTION FOR DISCLOSURE OF RECORDS), and "Requesting Person" (TESTER A JUDGE - (PRESIDING)). A list of names is displayed below the "Requesting Person" menu, with "TESTER A JUDGE - (PRESIDING)" highlighted. A "Save and Proceed" button is located at the bottom center.

*Step 8 - Click **Save and Proceed**.*



*Step 9 - Select a **Court Action** from the drop-down list.*



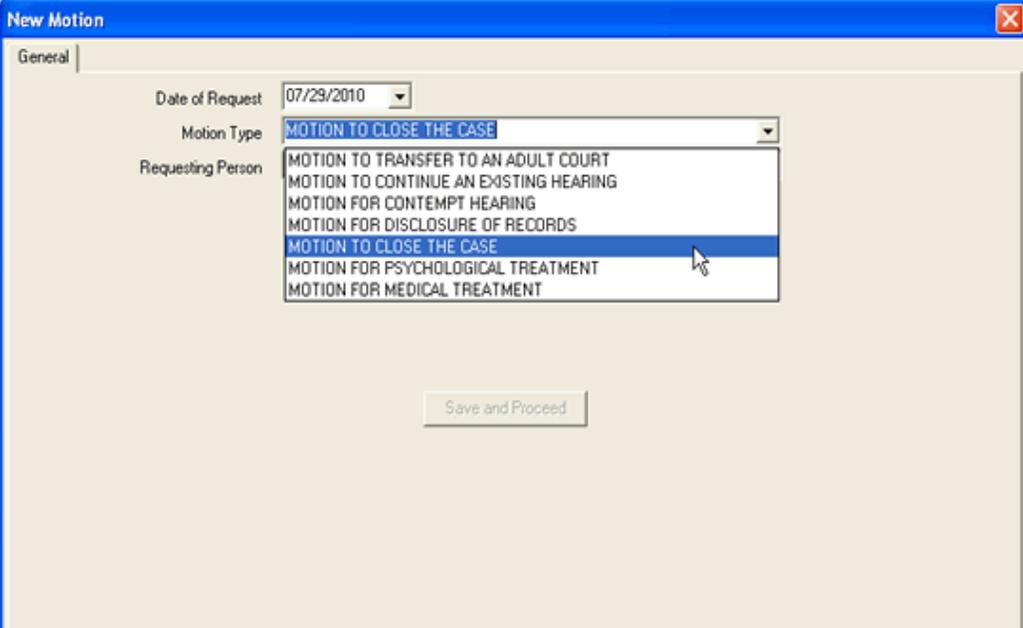
Granted	If this option is selected, the Motion for Disclosure of Records window will close and the motion will be marked as Granted.
Denied	If the motion is denied, the Motion for Contempt Hearing window will close and the motion will be marked as Denied.
Schedule Motion Hearing	If this option is selected, a new hearing window will be displayed. The Motion Hearing may be scheduled from this window.

Step 10 - Click OK.

The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

- *Motion to Close the Case*

*Step 6 - Select **Motion to Close the Case** as the **Motion Type**.*



New Motion

General

Date of Request: 07/29/2010

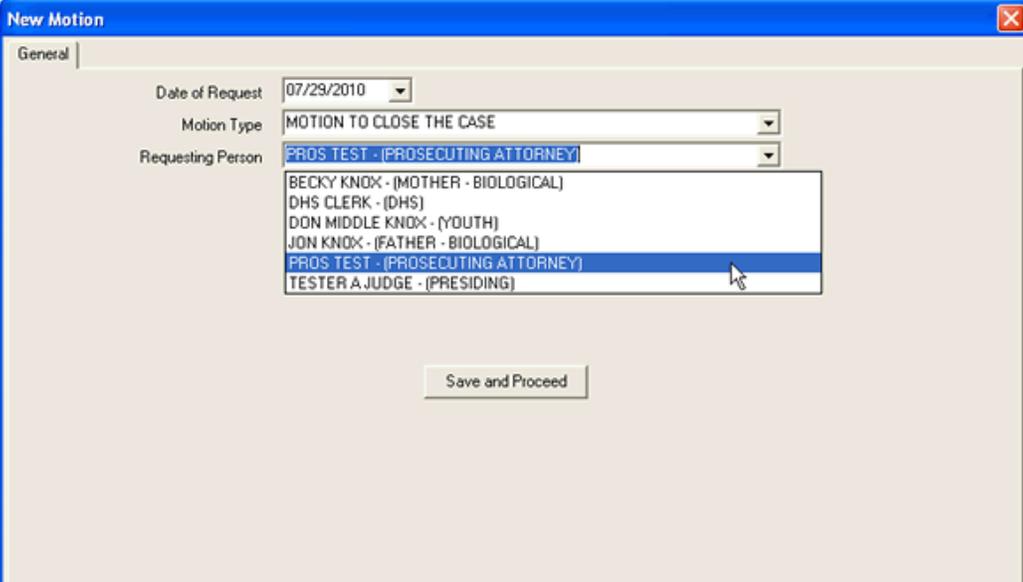
Motion Type: MOTION TO CLOSE THE CASE

Requesting Person:

- MOTION TO TRANSFER TO AN ADULT COURT
- MOTION TO CONTINUE AN EXISTING HEARING
- MOTION FOR CONTEMPT HEARING
- MOTION FOR DISCLOSURE OF RECORDS
- MOTION TO CLOSE THE CASE
- MOTION FOR PSYCHOLOGICAL TREATMENT
- MOTION FOR MEDICAL TREATMENT

Save and Proceed

*Step 7 - In the **Requesting Person** field, select the person who made the request from the drop-down list.*



New Motion

General

Date of Request: 07/29/2010

Motion Type: MOTION TO CLOSE THE CASE

Requesting Person: PROS TEST - (PROSECUTING ATTORNEY)

- BECKY KNOX - (MOTHER - BIOLOGICAL)
- DHS CLERK - (DHS)
- DON MIDDLE KNOX - (YOUTH)
- JON KNOX - (FATHER - BIOLOGICAL)
- PROS TEST - (PROSECUTING ATTORNEY)
- TESTER A. JUDGE - (PRESIDING)

Save and Proceed

*Step 8 - Click **Save and Proceed**.*



*Step 9 - Select a **Court Action** from the drop-down list.*

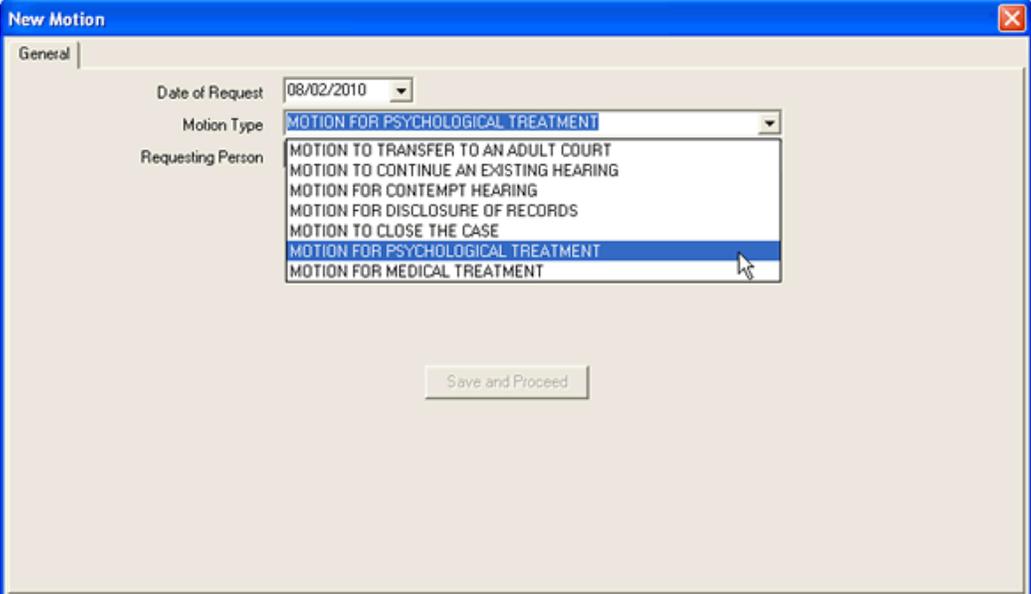
<p>Granted</p>	<p>If this option is selected, the Motion to Close the Case window will close and the motion will be marked as Granted.</p>
<p>Denied</p>	<p>If the motion is denied, the Motion to Close the Case window will close and the motion will be marked as Denied.</p>
<p>Schedule Motion Hearing</p>	<p>If this option is selected, a new hearing window will be displayed. The Motion Hearing may be scheduled from this window.</p>

*Step 10 - Click **OK**.*

The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

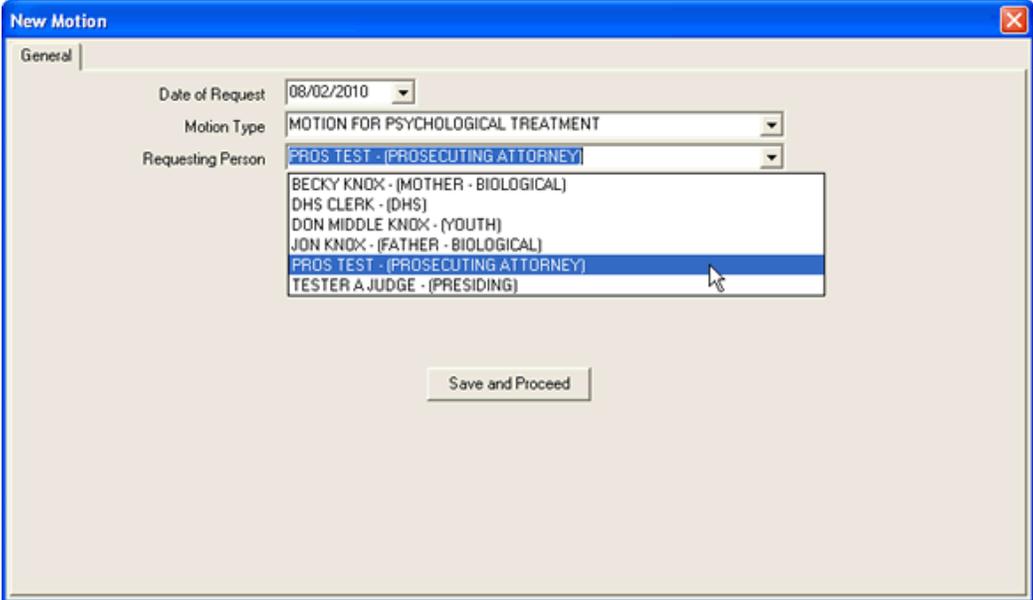
- *Motion for Psychological Treatment*

Step 6 - Select Motion for Psychological Treatment as the Motion Type.

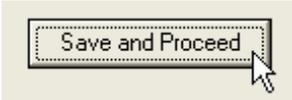


The screenshot shows a window titled "New Motion" with a "General" tab. The "Date of Request" is set to "08/02/2010". The "Motion Type" dropdown menu is open, displaying a list of options: "MOTION FOR PSYCHOLOGICAL TREATMENT", "MOTION TO TRANSFER TO AN ADULT COURT", "MOTION TO CONTINUE AN EXISTING HEARING", "MOTION FOR CONTEMPT HEARING", "MOTION FOR DISCLOSURE OF RECORDS", "MOTION TO CLOSE THE CASE", "MOTION FOR PSYCHOLOGICAL TREATMENT", and "MOTION FOR MEDICAL TREATMENT". The first option, "MOTION FOR PSYCHOLOGICAL TREATMENT", is highlighted. A "Save and Proceed" button is visible at the bottom of the window.

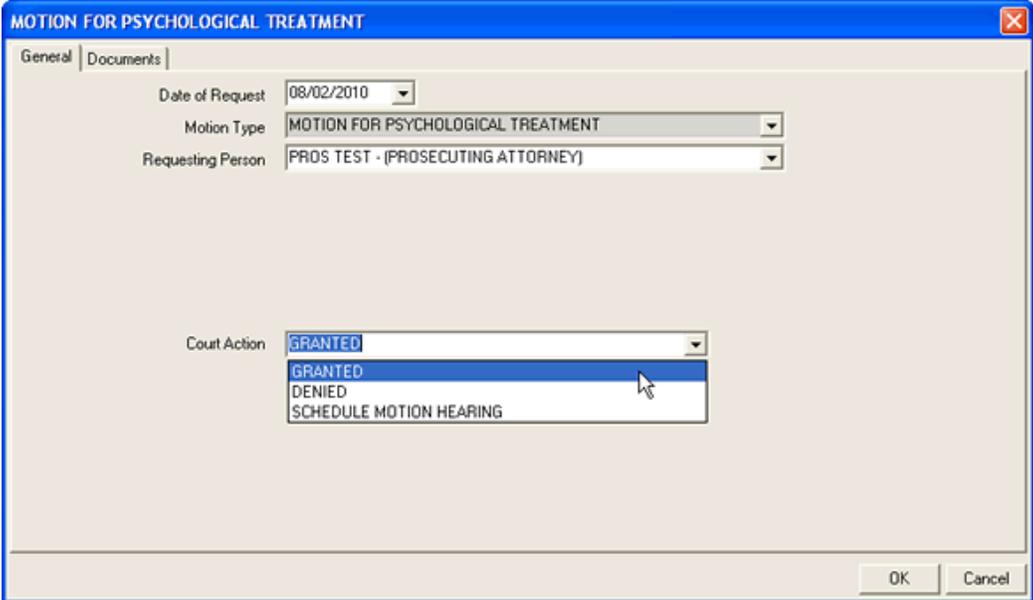
Step 7 - In the Requesting Person field, select the person who made the request from the drop-down list.



Step 8 - Click Save and Proceed.



Step 9 - Select a Court Action from the drop-down list.



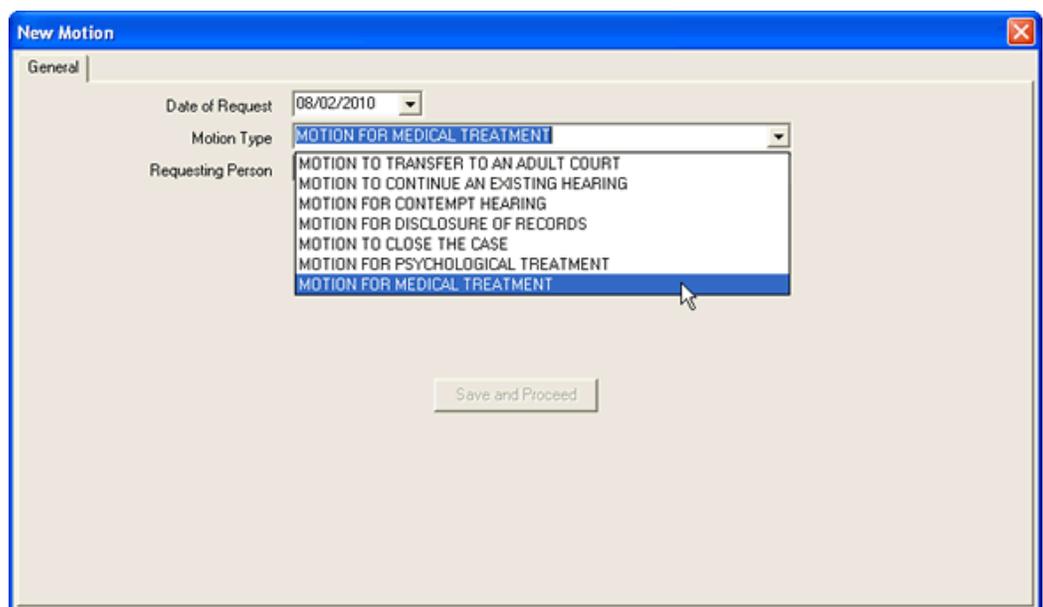
<p>Granted</p>	<p>If this option is selected, the Motion for Psychological Treatment window will close and the motion will be marked as Granted.</p>
<p>Denied</p>	<p>If the motion is denied, the Motion for Psychological Treatment window will close and the motion will be marked as Denied.</p>
<p>Schedule Motion Hearing</p>	<p>If this option is selected, a new hearing window will be displayed. The Motion Hearing may be scheduled from this window.</p>

Step 10 - Click OK.

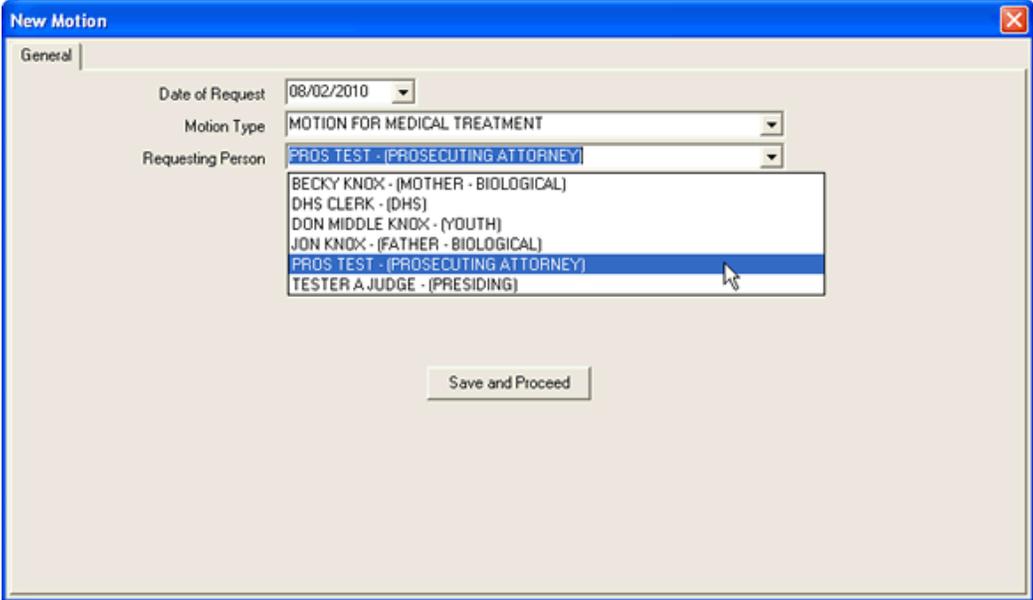
The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

- *Motion for Medical Treatment*

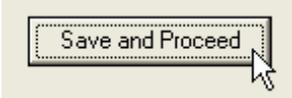
Step 6 - Select Motion for Medical Treatment as the Motion Type.



Step 7 - In the requesting Person field, select the person who made the request from the drop-down list.



Step 8 - Click Save and Proceed.



Step 9 - Select a Court Action from the drop-down list.

<p>Granted</p>	<p>If this option is selected, the Motion for Medical Treatment window will close and the motion will be marked as Granted.</p>
<p>Denied</p>	<p>If the motion is denied, the Motion for Medical Treatment window will close and the motion will be marked as Denied.</p>
<p>Schedule Motion Hearing</p>	<p>If this option is selected, a new hearing window will be displayed. The Motion Hearing may be scheduled from this window.</p>

Step 10 - Click OK.

The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

35.2 - Edit a Motion Record

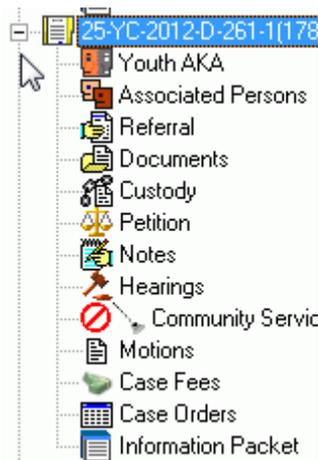
35.2 - Edit a Motion Record

► *Step 1 - Expand the Case*

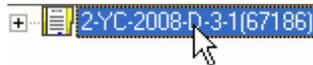
Click on the + next to the case number in the Case Navigation Panel.



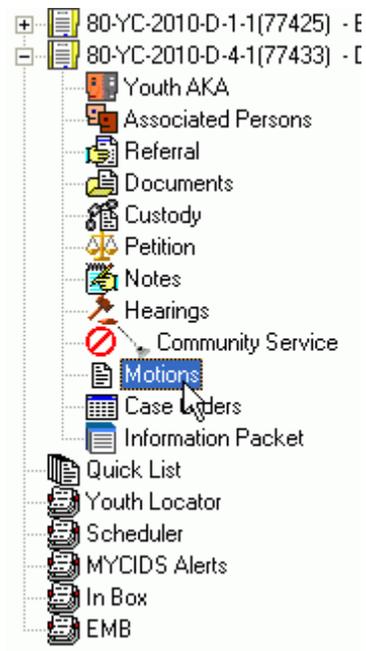
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on the Motions Node*



- *Step 3 - Select a Motion in the Motions List.*

	Motion Date	Court Action	Motion Type
	08/02/2010	GRANTED	MOTION FOR CONTEMPT HEARING
▶	08/02/2010	GRANTED	MOTION FOR MEDICAL TREATMENT
	08/02/2010	DENIED	MOTION FOR PSYCHOLOGICAL TREATMENT

[Add](#) a Motion record.
[Edit](#) the selected Motion record.
[Delete](#) the selected Motion record.
[Record](#) the selected Motion record to the General Docket.
[Generate](#) the selected Motion Order.

- *Step 4 - From the list of actions, click on Edit the selected Motion record.*

ACTIONS

[Add](#) a Motion record.
[Edit](#) the selected Motion record.
[Delete](#) the selected Motion record.
[Record](#) the selected Motion record to the General Docket.
[Generate](#) the selected Motion Order.

35.3 - Delete a Motion Record

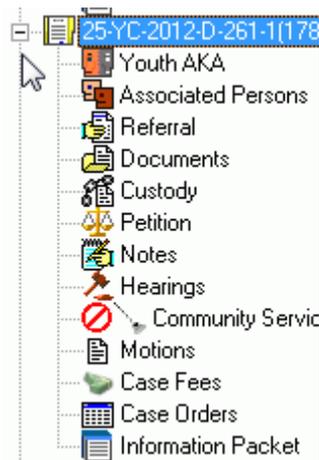
35.3 - Delete a Motion Record

► *Step 1 - Expand the Case*

Click on the  next to the case number in the Case Navigation Panel.



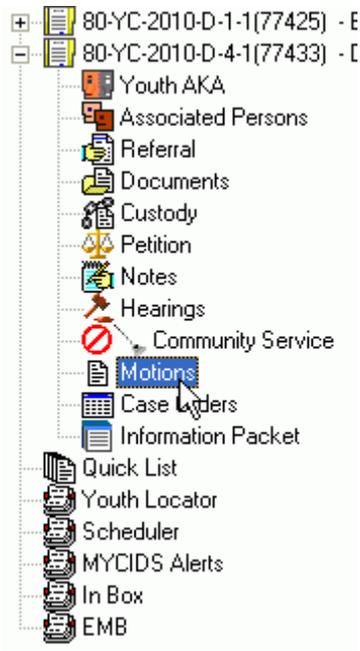
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on the Motions Node*



▶ *Step 3 - Select a Motion in the Motions List.*

	Motion Date	Court Action	Motion Type
	08/02/2010	GRANTED	MOTION FOR CONTEMPT HEARING
▶	08/02/2010	GRANTED	MOTION FOR MEDICAL TREATMENT
	08/02/2010	DENIED	MOTION FOR PSYCHOLOGICAL TREATMENT

[Add](#) a Motion record.
[Edit](#) the selected Motion record.
[Delete](#) the selected Motion record.
[Record](#) the selected Motion record to the General Docket.
[Generate](#) the selected Motion Order.

▶ *Step 4 - From the list of actions, click on Delete the selected Motion record.*

ACTIONS
[Add](#) a Motion record.
[Edit](#) the selected Motion record.
[Delete](#) the selected Motion record.
[Record](#) the selected Motion record to the General Docket.
[Generate](#) the selected Motion Order.

35.4 - Record a Motion to the General Docket

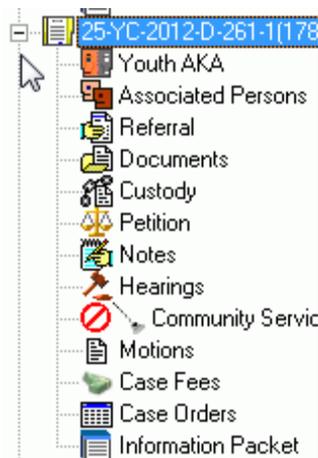
35.4 - Record a Motion to the General Docket

► *Step 1 - Expand the Case*

Click on the  next to the case number in the Case Navigation Panel.



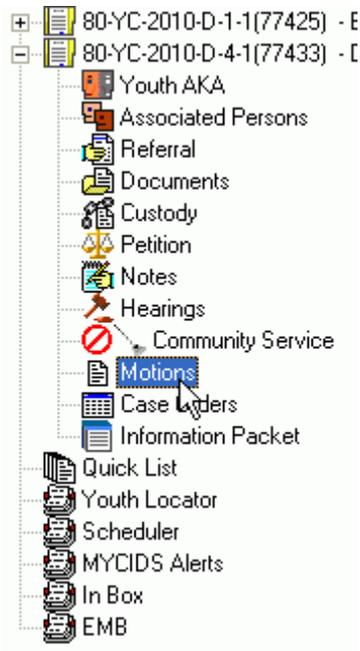
The expanded case will look like the image below.



The case can also be collapsed / expanded by double-clicking the case.



► *Step 2 - Click on the Motions Node*



► *Step 3 - Select a Motion in the Motions List.*

	Motion Date	Court Action	Motion Type
	08/02/2010	GRANTED	MOTION FOR CONTEMPT HEARING
▶	08/02/2010	GRANTED	MOTION FOR MEDICAL TREATMENT
	08/02/2010	DENIED	MOTION FOR PSYCHOLOGICAL TREATMENT

[Add](#) a Motion record.
[Edit](#) the selected Motion record.
[Delete](#) the selected Motion record.
[Record](#) the selected Motion record to the General Docket.
[Generate](#) the selected Motion Order.

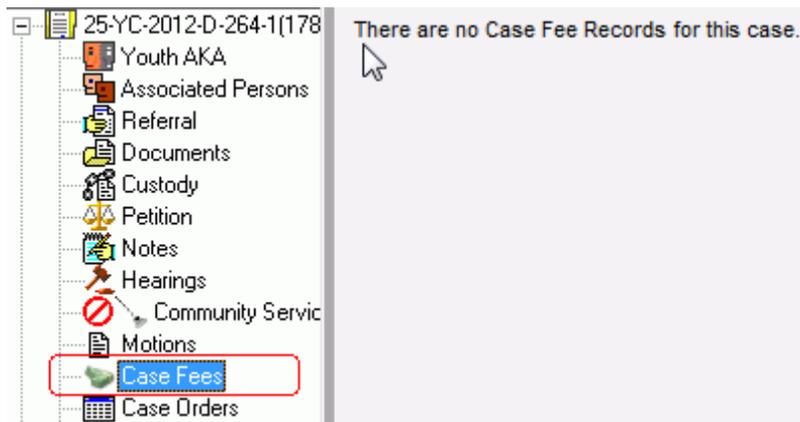
► *Step 4 - From the list of actions, click on Record the selected Motion record to the General Docket.*

ACTIONS
[Add](#) a Motion record.
[Edit](#) the selected Motion record.
[Delete](#) the selected Motion record.
[Record](#) the selected Motion record to the General Docket.
[Generate](#) the selected Motion Order.

Case Fees

36.0 Case Fees

The Case Fees node on a case becomes available once a type of case fee (fine, restitution, court cost) as a court action at the disposition hearing. If this has not taken place, under the node, the statement *"There are no Case Fee records for the case"* will appear.



- ▶ [36.1 Add a Case Fee](#)
- ▶ [36.2 Edit a Case Fee](#)
- ▶ [36.3 Add a Case Fee Payment](#)
- ▶ [36.4 Generate a Notification Letter](#)
- ▶ [36.5 Generate a Statement Letter](#)

36.1 Add a Case Fee

- ▶ *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.



- ▶ *Step 2 - Click on the Hearings node.*



- ▶ *Step 3 - Select Hearing type in the Edit panel.*

Highlight the hearing where the new case fee will be added.

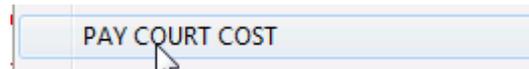
Date	Description	Presiding
▶ 03/26/2012	RESTITUTION	TESTER JUDGE
03/22/2012	ADJUDICATION	TESTER JUDGE

- ▶ *Step 4 - Edit the Case Fee record.*

A type of case fee extended needs to be added as a court action at the appropriate hearing. Under the Court Action tab, right click and choose Action under "Action at the hearing".

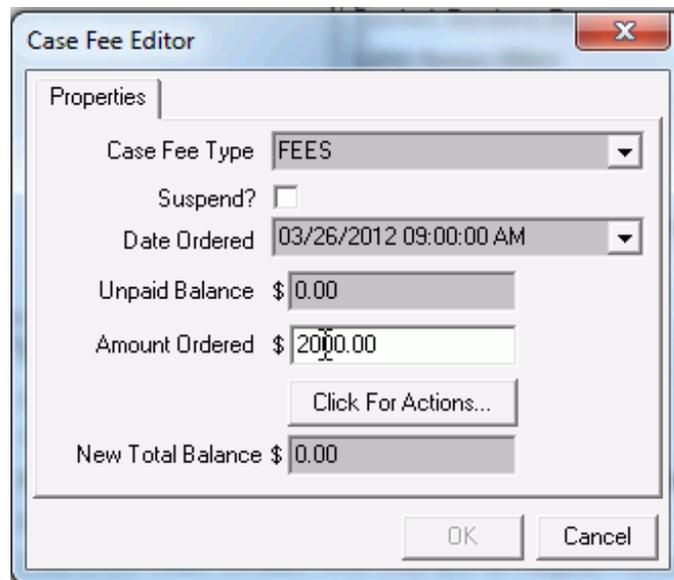


Choose the appropriate type of case fee to add to the hearing.

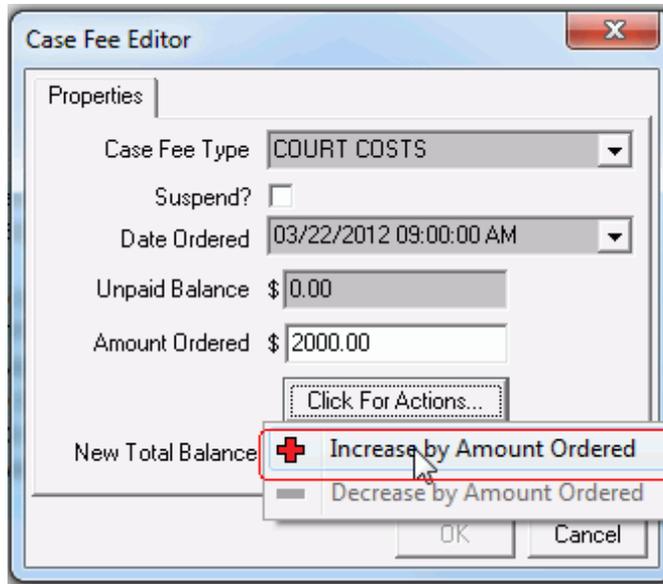


► *Step 5 - Add Case Fee information in the Case Fee editor.*

Enter amount ordered.



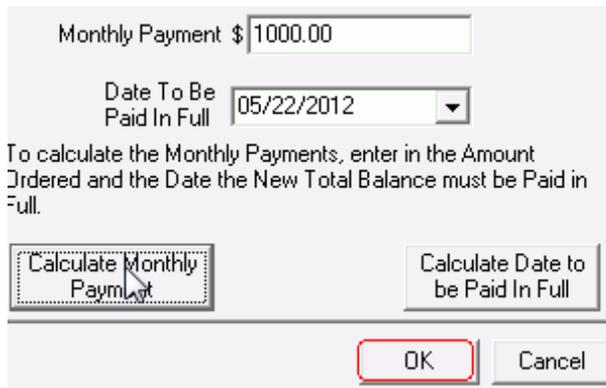
Under "Click for Actions", choose Increase or Decrease by Amount Ordered.



Enter the date the fee or the monthly payment amount has to be paid in full.



If you entered Date to be paid in full, click the "Calculate Monthly Payment" button to calculate the monthly payment. If you entered monthly payment amount, click "Calculate Date to be Paid in Full."



Click OK. This information will be stored under the Case Fee node.

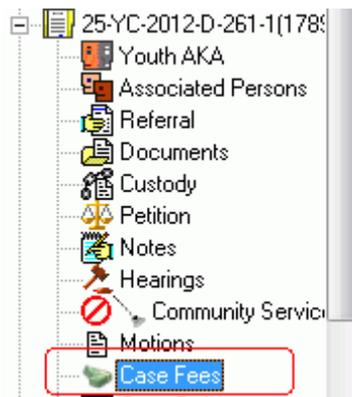
36.2 Edit a Case Fee

- ▶ *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.



- ▶ *Step 2 - Click on the Case Fee node.*



- ▶ *Step 3 - Select Case Fee under Case Fee Category.*

Case Fee Category	Total Amount Ordered	Agreed Monthly Payment	Date Ordered	Date to be Paid in Full	Fee Suspended?			
FEES	\$ 1500.00	\$ 750.00	3/26/2012 9:00:00 AM	5/31/2012	<input type="checkbox"/>			
Active	Order Date	Prev. Unpaid Balance	Amount Ordered	New Balance	Monthly Payment	Date to Pay in Full	Fee Suspended	Hearing
<input checked="" type="checkbox"/>	3/26/2012 9:00:00 AM	\$ 0.00	\$ 1500.00	\$ 1500.00	\$ 750.00	5/31/2012	<input type="checkbox"/>	RESTITUTION

- ▶ *Step 4 - Click on "Edit" this selected Case Fee Record in the Actions list.*

ACTIONS

[Edit](#) the selected Case Fee Record.

[Delete](#) the selected Case Fee Record.

[Record](#) the selected Case Fee Category to the General Docket.

[Edit Notes](#) for the selected Case Fee Category.

▶ *Step 5 - Edit the case fee.*

▶ *Amount Ordered*

Enter amount ordered.

The screenshot shows a 'Case Fee Editor' window with the following fields and values:

- Case Fee Type: FEES
- Suspend?:
- Date Ordered: 03/26/2012 09:00:00 AM
- Unpaid Balance: \$ 0.00
- Amount Ordered: \$ 1500.00 (with a red plus icon to its right)
- Click For Actions... (button)
- New Total Balance: \$ 2000.00
- Monthly Payment: \$ 1000.00
- Date To Be Paid In Full: 05/26/2012
- Buttons: Calculate Monthly Payment, Calculate Date to be Paid In Full, OK, Cancel

Choose Increase or Decrease by Amount Ordered and notice the New Total Balance.

This close-up shows the 'Amount Ordered' field set to \$1500.00 and the 'New Total Balance' field set to \$1500.00. A red plus icon is next to the 'Amount Ordered' field, and a 'Click For Actions...' button is visible below it.

▶ *Monthly Payment*

Click the "Calculate Monthly Payment" button to calculate the new monthly payment. If you entered the monthly payment amount, click "Calculate Date to be Paid in Full" button.

The screenshot shows a software interface with the following elements:

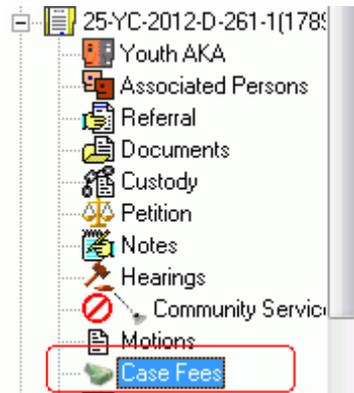
- A text input field labeled "Monthly Payment \$" containing the value "750.00".
- A date input field labeled "Date To Be Paid In Full" containing the date "05/26/2012".
- Instructional text: "To calculate the Monthly Payments, enter in the Amount Ordered and the Date the New Total Balance must be Paid in Full."
- Two buttons: "Calculate Monthly Payment" and "Calculate Date to be Paid In Full".

Click OK. This information will be stored under the Case Fee node.

36.3 Add a Case Fee Payment

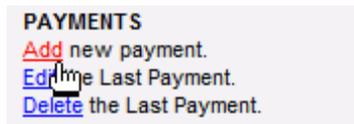
▶ *Step 1 - Expand the case.*

Click on the Case Fees node under the specified case.

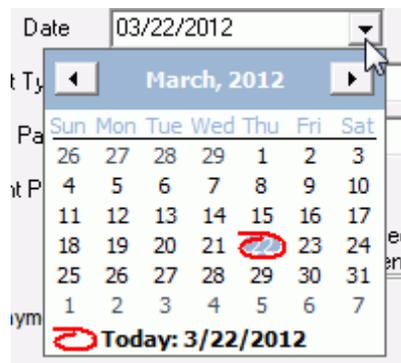


▶ *Step 2 - Click on the Add Link from the Edit Panel area.*

Click Add from the Payments list.



▶ *Step 3 - Edit Date.*



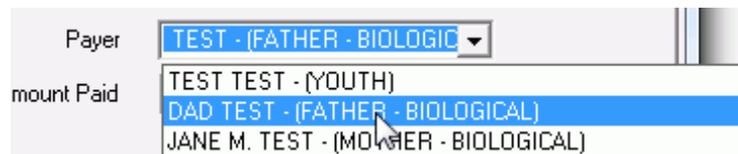
▶ *Step 4 - Select Payment Type.*

The Type field includes a drop-down list of available payment types. Click in the field and begin typing the payment name or choose from the list.



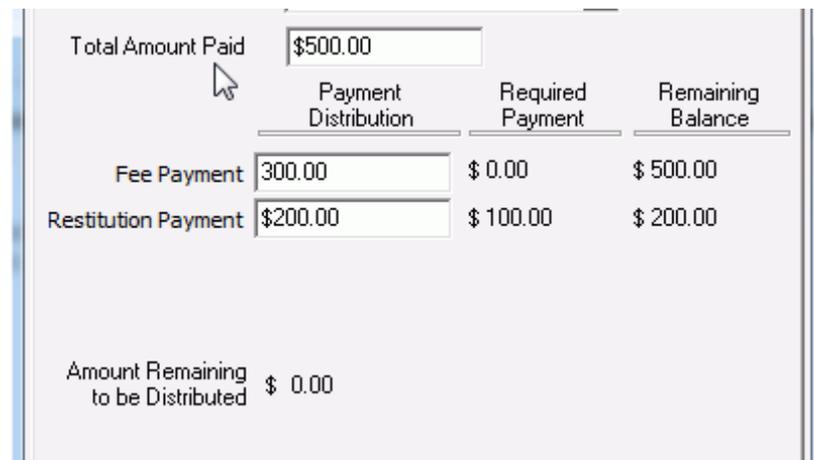
► *Step 5 - Select Payer from the Payer Field.*

Select the Payer from the drop-down list in the Payer field.



► *Step 6 - Add Total Amount Paid.*

Enter the total amount that was paid.



Click OK. The receipt will open up in MYCIDS word processor as shown in the image below.

PAYMENT RECEIPT		
Payee Name:	Hinds County Courthouse	Payer Name: DAD TEST
Address:	940 E McDowell Rd	Address: 3350 HIGHWAY 468 WEST
City, ST ZIP Code:	Jackson, MS 39204	City, ST ZIP Code: PEARL, MISSISSIPPI 39208
DATE	CASE	AMOUNT
4/4/2012	TEST TEST 25-YC-2012-D-264-1(178973)	\$500.00
	REMAINING BALANCE AS OF 04/04/2012	\$200.00

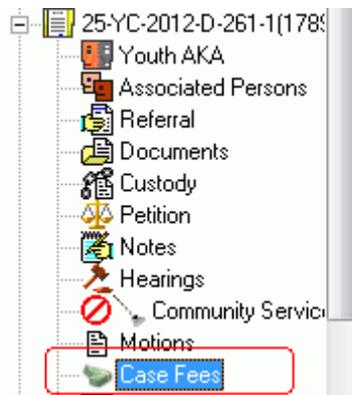
36.4 Generate a Notification Letter

- ▶ *Step 1 - Expand the case.*

Click on the  next to the case number in the Case Navigation Panel.



- ▶ *Step 2 - Click on the Case Fee node.*

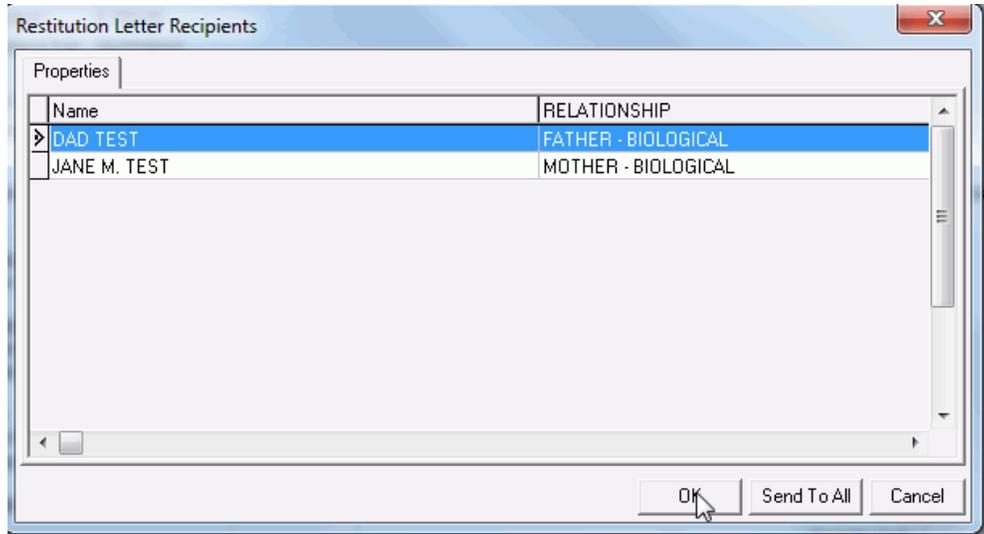


- ▶ *Step 3 - Click on Generate notification letter under Notifications.*

NOTIFICATIONS
[Generate](#) notification letter.
[Generate](#) statment letter.

- ▶ *Step 4 - Choose the recipient from the Restitution Letter Recipients list.*

Choose the proper restitution letter recipients.



Click OK. The statement will open in the MYCIDS word processor as shown in the image below.

NOTICE

Hinds County Courthouse
940 E McDowell Rd
Jackson, MS 39204
601-985-3000

April 4, 2012

DAD TEST
3350 HIGHWAY 468 WEST
PEARL, MISSISSIPPI 39208

Re: In The Interest of TEST TEST, a minor
Cause No. 25-YC-2012-D-264-1(178973)

The HINDS COUNTY YOUTH COURT has ordered you to pay the following costs assessed in the above referenced Cause involving the minor child TEST TEST as follows:

	Date Ordered	Date To Be Paid In Full	Amount Ordered	Monthly Payment	Remaining Balance
FEES	03/26/2012	05/31/2012	\$1,500.00	\$750.00	\$500.00
Total Remaining Balance					\$500.00

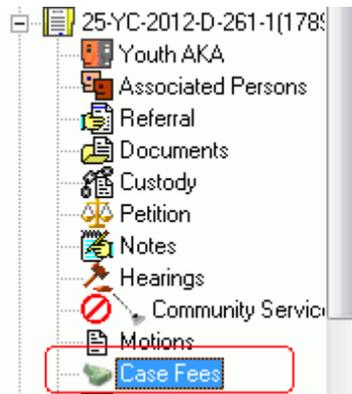
36.5 Generate a Statement Letter

- ▶ *Step 1 - Expand the case.*

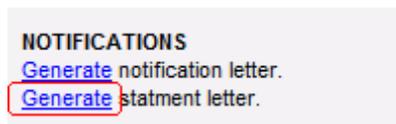
Click on the  next to the case number in the Case Navigation Panel.



- ▶ *Step 2 - Click on the Case Fee node.*



- ▶ *Step 3 - Click on Generate statement letter under Notifications.*



The statement will open in the MYCIDS word processor as shown in the image below.

IN THE YOUTH COURT OF HINDS COUNTY COUNTY, MISSISSIPPI

**IN THE INTEREST OF:
TEST TEST, A MINOR**

25-YC-2012-D-261-1(178957)

**STATEMENT
March 30, 2012**

COST SUMMARY

Total Remaining Balance:	\$0.00
Total Amount Due Now:	\$0.00

COURT COSTS

Date	Description	Amount Owed
03/06/2012	Ordered to pay \$ 400.00 at RES TITUTION hearing to be paid in full by 5/25/2012 (\$ 200.00 monthly payment)	\$400.00
03/06/2012	\$ 200.00 Payment Received	\$200.00
03/23/2012	\$ 200.00 Payment Received	\$0.00

March Payment Due:	\$0.00 (\$400.00 received this month)
Late Amount Due:	\$0.00
Total Amount Due Now:	\$0.00

Glossary

M

MYCIDS: Mississippi Youth Court Information Delivery System

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