MYCIDS Task Card

"Court Clerk"

These suggested tasks for the job title listed above are based on general work flow scenarios experienced during statewide MYCIDS training sessions and are not intended to supersede the duties which may be assigned by the Judge/Chancellor/Referee.

Step 1	*In Box Node*	-	**(See General Docket Document Review section (26.0) in the MYCIDS user guide)**
Step 2	*Clerks review*	-	Open the General Docket Document Review from the In Box. Print documents for placing in Court file. **(See General Docket Document Review section (26.1) in the MYCIDS user guide)**
Step 3	*Electronic Minute Book*	-	If necessary, register orders to the Electronic Minute Book. **(See General Docket Document Review section (26.3) in the MYCIDS user guide)**
Step 4	*Local Cause Number entry*	-	From the Intake orders that order that a formal petition be filed, enter the UCID# in the search field. Scroll to the bottom of the Case Docket screen and click Edit Local Cause Number.
Step 5	*Summons Quick entry*	-	From the Edit Menu, select Summons Result Quick Entry. **(See Summons section (12.4) in the MYCIDS user guide)**

The MYCIDS user guide can be accessed from the Help menu in the MYCIDS application or by typing in the following URL address in an Internet browser: **http://www.mssc.state.ms.us/trialcourts/youthcourt/webhelp/mycids_userguide.htm.