MYCIDS Task Card

"Hearings"

*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	MYCIDS Scheduler Node	-	Login to MYCIDS and enter the Scheduler Node. **(See Scheduler section (28) in the MYCIDS user guide)**
Step 2	Edit Hearing	-	**(See Edit a Hearing section (11.2) in the MYCIDS user guide)**
Step 3	Attendees Tab	-	In the attendees tab, click Add. Then hold the CTRL key and click on everyone in the list that is in the courtroom. **(See Edit a Hearing section (11.2) in the MYCIDS user guide)**
Step 4	Court Action Tab	-	Right click the referral in the Court Action Tab. Select the appropriate court action from the list. **(See Edit a Hearing section (11.2) in the MYCIDS user guide)**
Step 5	Copy Hearing	-	If necessary, click on Copy hearing to open another hearing editor screen. Select the appropriate hearing type and select "Copy Attendees" and "Automatically Issue Notices". **(See Edit a Hearing section (11.2) in the MYCIDS user guide)**
Step 6	Next Hearing	-	If necessary, repeat steps 2-5.
Step 7	Continuance	-	If necessary, complete the steps under the Continuance Tab to continue hearing to a later date. **(See Continuance section (13.0) in the MYCIDS user guide)**
Step 8	Record Hearing	-	**(See Record a Hearing section (11.4) in the MYCIDS user guide)**
Step 9	Generate Order	-	Generate and edit order as necessary. Route order to Judge/Referee for signature. **(See Generate a Hearing order section (11.5) in the MYCIDS user guide)**
Step 10	Conclude Case	-	**(See Conclude and Recommence Cases section (11.4) 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.