

INSTRUCTIONS FOR THE USE OF YOUTH COURT CASE TRACKING FORM

The Youth Court Case Tracking form was designed by the Administrative Office of Courts for the purpose of obtaining accurate Youth Court statistical data as well as to institute a Youth Court child tracking system. This form is designed as a replacement for the Youth Court Statistical Reports currently in use and would be utilized with each individual intake received by the Youth Courts. The form would be in triplicate, NCR paper, with the first sheet being forwarded to the Administrative Office of Courts upon intake, the second sheet forwarded subsequent to a dispositional hearing and the third sheet would remain with the Youth Court file as a check sheet. Please note that event codes that are to be utilized in the completion of the form will accompany such form.

When ever a child's case comes before the intake unit of a Youth Court, the top portion of the form styled "Intake Information" is completed by the intake officer and forwarded to the Administrative Office of Courts. This information must be entered and returned to the Administrative Office of Courts regardless of wether the intake unit recommends the filing of a formal petition, an informal adjustment or that no action be taken. Thereafter, as Youth Court activities progress, from the order to file a formal petition through the ultimate disposition, the Youth Court marks the date of each hearing and the event that occurred in the section styled "Court Action". Upon final disposition of the matter the second sheet of the Youth Court Tracking Form is forwarded to the Administrative Office of Courts. The third sheet of the form becomes part of the child's Youth Court file in your jurisdiction.

The Youth Court Tracking form will be utilized to set up a statewide database to track youthful offenders, as well as abused and neglected children throughout the state. It is anticipated that the information contained in the database would be made available by the Administrative Office of Courts to a Youth Court wherein a child's status is to be determined. Additionally, the form is intended to unify the current system of reporting such that each Youth Court's events, both formal and informal, will be recognized thus eliminating the potential for a Youth Court's activities being under represented.

Please note that the Uniform Youth Court Case tracking system and docket numbering system is to be implemented by January 1, 1997. An individual child's matter is to be assigned a number at intake as defined by §43-21-357 of the Mississippi Code of 1972 annotated. An "individual Child's matter" is defined as all of the reasons for referral or allegations concerning an individual child coming before the Youth Court at intake at one particular time, with subsequent referrals or allegations being assigned a succeeding number at the time of the subsequent intake. If siblings come before the Youth Court for intake at the same time each sibling is given an individual number such that no number assigned will correspond with more than one child.