

MYCIDS

User's Guide



Version 4.5.1.0

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1-0 Application Overview and Navigation

Case Fees

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.

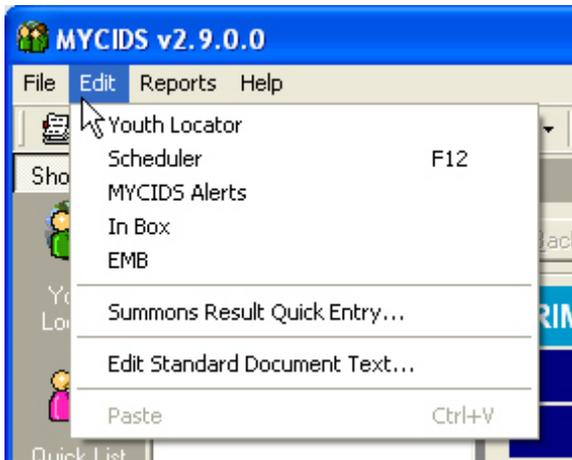
- ▶ [1.1 - Menu Bar](#)
- ▶ [1.2 - Tool Bar](#)
- ▶ [1.3 - Shortcuts Panel](#)
- ▶ [1.4 - Case Navigation Panel](#)
- ▶ [1.5 - Edit Panel](#)
- ▶ [1.6 - Status Bar](#)
- ▶ [1.7 - Exiting the Application](#)

1.1 - Menu Bar

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.

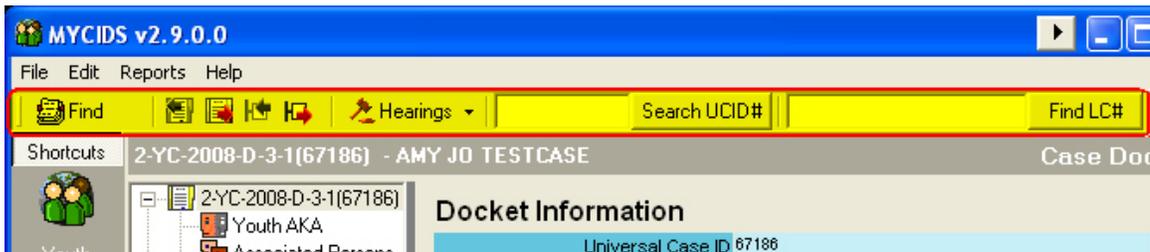


To access the items under a menu, click the desired menu option and choose from the list in that menu.



1.2 - Tool Bar

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 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</p>

	<p>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

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

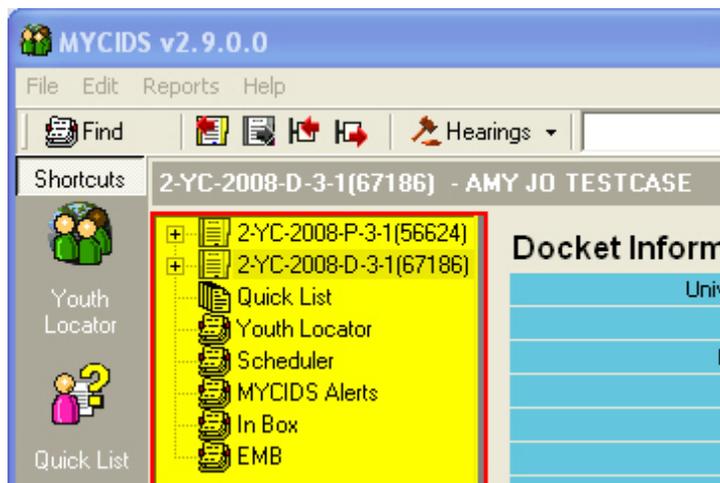
[MYCIDS Alerts - \(See section 29.0 - MYCIDS Alerts\)](#)

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

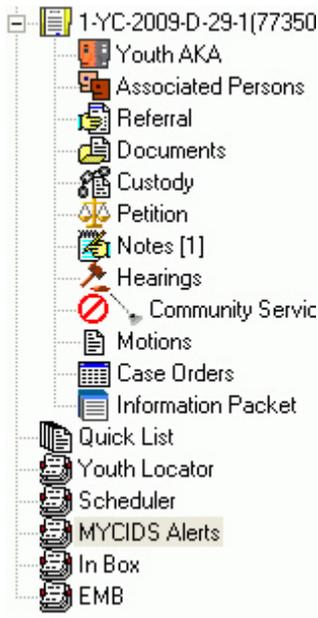
[EMB - \(See section 27.0 - Electronic Minute Book\)](#)

1.4 - Case Navigation Panel

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.



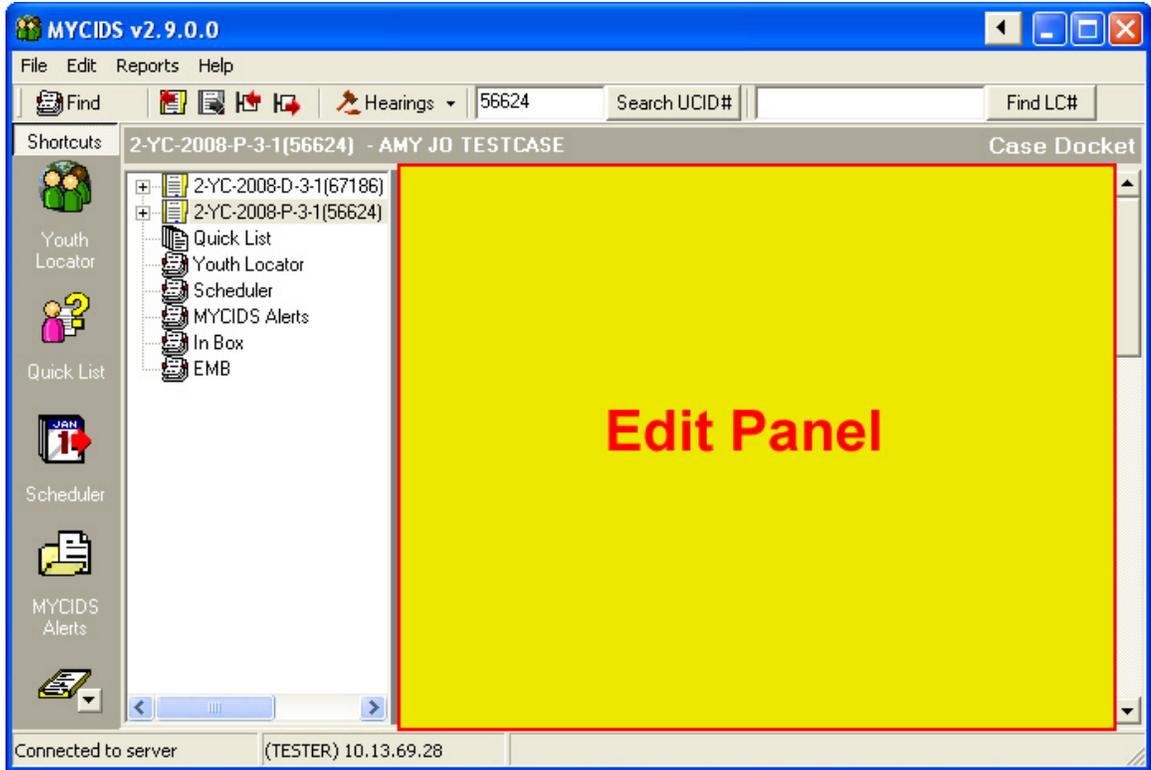
Clicking the  symbol next to the case will collapse the case making the nodes pertaining to that case not viewable.



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

1.5 - Edit Panel

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 up in the following area when clicked.



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

Click the  as shown in the image below.



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.

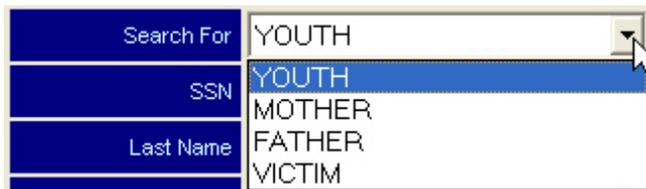
- ▶ [2.1 - Search Options](#)
- ▶ [2.2 - Perform a Search](#)
- ▶ [2.3 - Search Results](#)
- ▶ [2.4 - View Dockets](#)

2.1 - Search Options

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.



- ▶ *SSN*

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

SSN	
-----	--

► *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	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	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.



▶ *REF-District*

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



▶ *Local Cause Number-District*

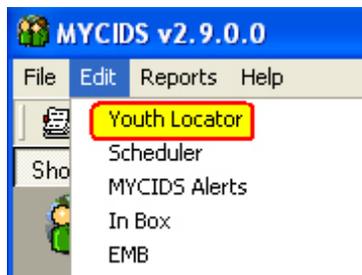
The Local Cause number is the Court file number assigned by the Clerk of the Court.



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	<input type="text"/> OR
Last Name	TESTCASE AND
First Name	AMY 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	All AND
Zip Code	<input type="text"/>

-OR-

YOUTH RELATED ONLY	
DHS#	<input type="text"/>

-OR-

CASE RELATED	
REF# - District	<input type="text"/> ALCORN (2) - District 1 OR
Local Cause Number - District	<input type="text"/> 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

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.

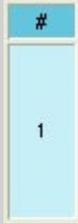
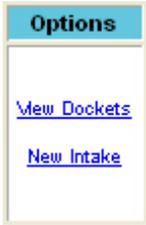
This search found 2 MYCIDS records that match the criteria specified. Click Back if you want to refine this search.

#	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)667-4651 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.	

[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>
	<p>The Options column gives the choice of viewing the docket for that child or creating a new intake for that child.</p>

<div data-bbox="331 352 750 571" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">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="331 785 750 1003" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">AKA's</p> <p>BUBA BUBA - SSN: - -</p> </div>	<p>The AKA column lists and alias information for the child.</p>
<div data-bbox="331 1163 750 1381" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Associated Persons</p> <p>JENNY TESTCASE - MOTHER - BIOLOGICAL JASON TESTCASE - FATHER - BIOLOGICAL</p> </div>	<p>The Associated Persons column lists people that have been associated with this child.</p>

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

- ▶ 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(89783) ALCORN COUNTY	12 YEAR OLD WHITE MALE	INTAKE DATE: 12/2/2008 DHS# REFERRALS: FORMAL PETITION FILED: ADJUDICATION: DISPOSITION: MOST RECENT HEARING:

Note!

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

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

- ▶ 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)

1-0 Application Overview and Navigation

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

[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.

----- OR -----

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

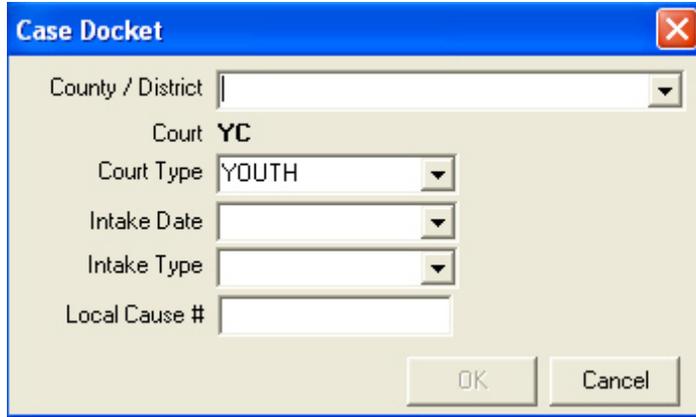
This search found 4 MYCIDS records that match the criteria specified. Click Back if you want to refine this search.

#	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.*



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

- ▶ 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)887-4651 WHITE MALE	BUBBA BUBBA - SSN: -	JENNY TESTCASE - MOTHER - BIOLOGICAL JASON TESTCASE - FATHER - BIOLOGICAL
2	View Dockets New Intake	KEITH JUSTIN TESTCASE SSN: 874-45-8464 418 MAIN STREET ANYWHERE, MISSISSIPPI 38512 DOB: 11/19/1993 HOMEPHONE: (601)754-4413 WHITE MALE	No AKA information on file.	

[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.*

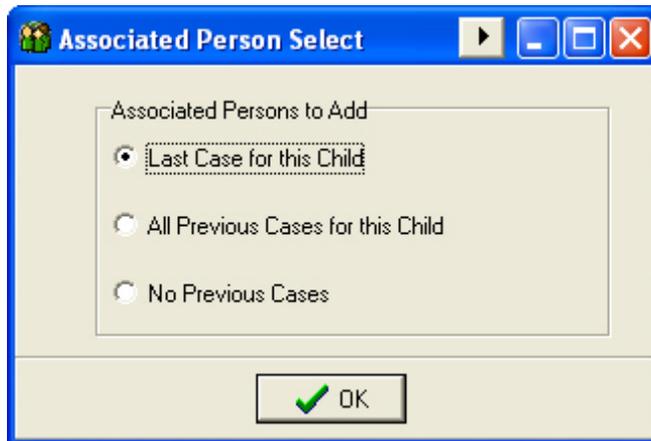
1. Enter the County/District. Only the jurisdiction for which the user has rights will be available. Tab down.
2. Enter date of intake. Only the current or previous dates are available. Tab down.
3. Enter the Intake type. (Delinquent, Protection, Termination)
4. Enter the Local Cause number. This may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

Detail

Collect and enter the youth Detail information.

Edit Youth Information

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

SSN

DHS#

*Last Name

*First Name

Middle Name

Suffix

Home Phone Work

Cell Phone

Address

City

State Zip

*County of residence

OK 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.

Edit Youth Information

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

Current School Enrollment

School Name

Grade Levels Completed

Current Grade Level

Living Arrangement

Marital Status of Natural Parents

Residence Length

Family Receiving Assistance

Child Support Ordered

Support Paid By

Payments are current

OK Cancel

Other

Click on Other tab.

Collect and enter Other information.

Edit Youth Information

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

Date of Birth [dropdown]
Birth City [text]
Birth State [dropdown]
Birth Country [dropdown]
Race [dropdown]
 Hispanic
Sex [dropdown]
Eye Color [dropdown]
Hair Color [dropdown]
Height [0] [up/down] FT. [0] [up/down] IN.
Weight [text] [up/down] LBS.

OK Cancel

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

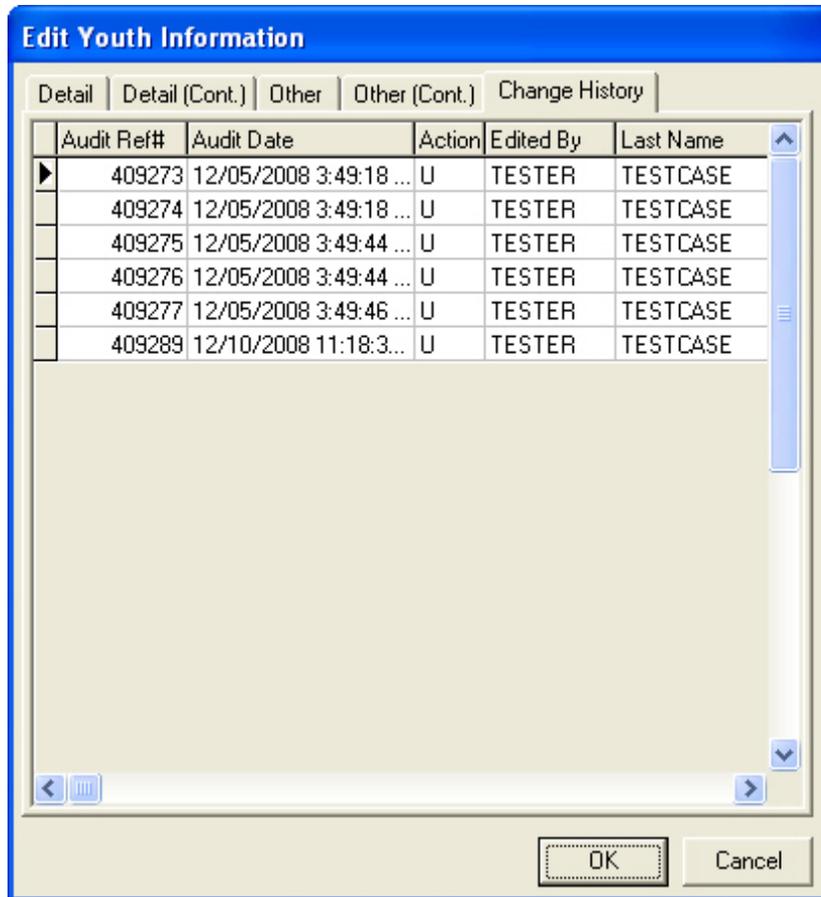
Policy Number

OK Cancel

Click OK.

Change History

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



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

► *Step 1 - Expand the case.*

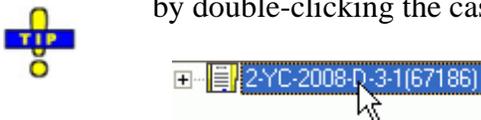
Click on the + next to the case number in the Case Navigation Panel.



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.*



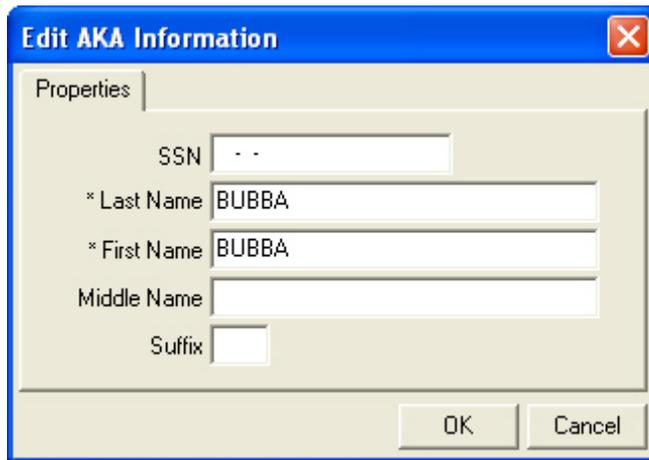
- ▶ *Step 3 - From list of actions, click on Add a new AKA record.*

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.



4.2 - Delete AKA Record

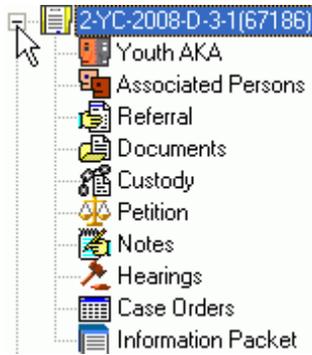
Type your drop-down text here.

- ▶ *Step 1 - Expand the case.*

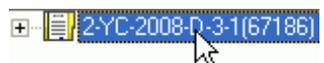
Click on the  next to the case number in the Case Navigation Panel.



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.

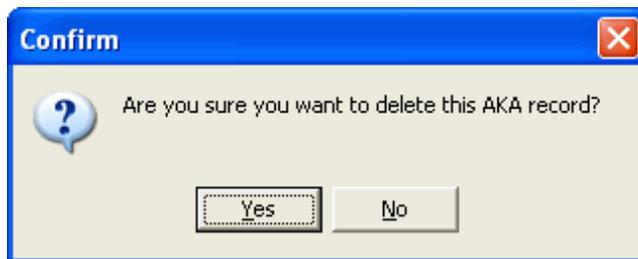
► *Step 4 - Click on Delete in the Actions list.*

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.

► *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.

A rectangular box containing a tip. On the left is a yellow 'TIP' icon. To the right is the text 'The case can also be collapsed / expanded by double-clicking the case.' Below the text is a small screenshot of the case navigation panel showing the collapsed case '2-YC-2008-D-3-1(67186)' with a mouse cursor over the plus sign.

► *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.

Properties

SSN - -

* Last Name BUBBA

* First Name BUBBA

Middle Name

Suffix

OK Cancel

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

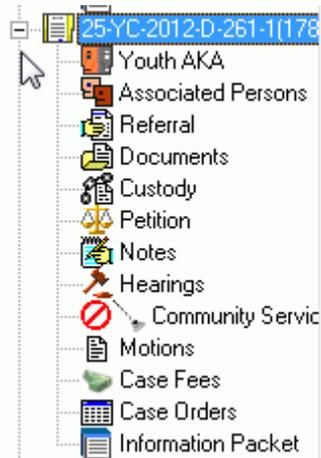
Type your drop-down text here.

► *Step 1 - Expand the case.*

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



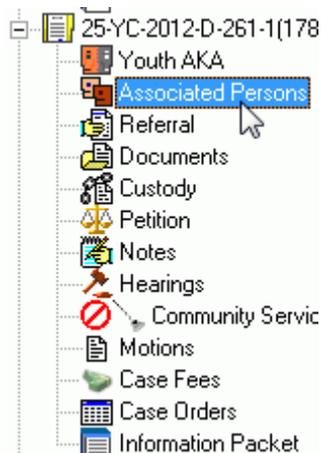
The expanded case will look like the image below.



 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!

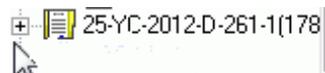
*The information for the Judge and Attorneys cannot be edited.
This information is generated from the Bar roll.*

► **Step 6 - Click OK.**

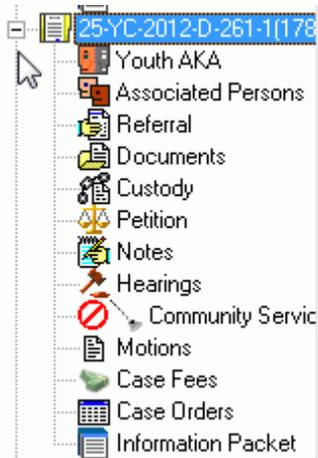
5.2 - Change the relationship of this person to the case

► **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.*

1-0 Application Overview and Navigation

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](#) 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 necessary changes.*

Relationship to Case

Relationship: GRANDFATHER - PATERNAL

PPC: FATHER - PUTATIVE

PC: FATHER - STEP

PRD: GIRL FRIEND - LIVE IN

Appointed: GRANDFATHER - MATERNAL

Presiding Type: GRANDFATHER - PATERNAL

GRANDFATHER - STEP

GRANDMOTHER - MATERNAL

GRANDMOTHER - PATERNAL

OK Cancel

- ▶ *Step 6 - Click OK.*

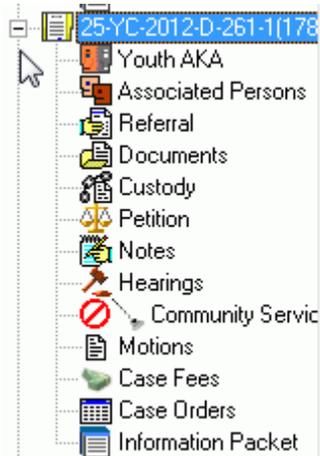
5.3 - Remove this person from the case

► *Step 1 - Expand the case.*

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



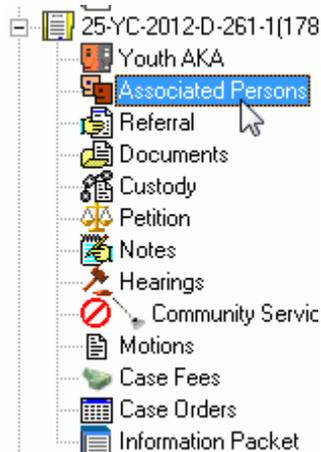
The expanded case will look like the image below.



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

A tip box containing a yellow and blue "TIP" icon on the left. To the right of the text is a screenshot of a case entry "2-YC-2008-D-3-1(67186)" with a mouse cursor pointing at it.

► *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 !

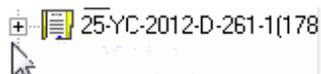
Associated Persons that have been referenced on any of the case nodes cannot be removed unless that reference is removed.

A smaller dialog box titled "MYCIDS" with a red close button. The text inside reads "TESTER. JUDGE cannot be removed from the case. Database dependencies exist for this party". There is an "OK" button at the bottom.

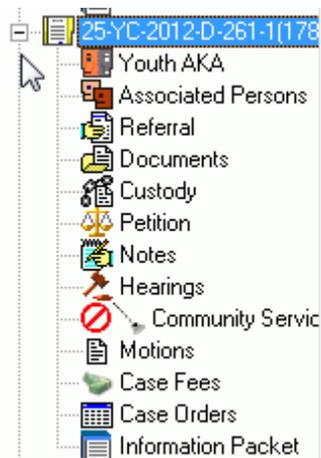
5.4 - Search for a person to add to this case.

► *Step 1 - Expand the case.*

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

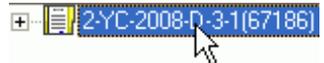


The expanded case will look like the image below.

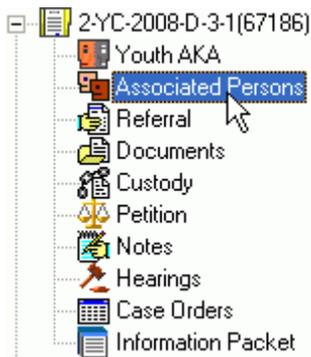




The case can also be collapsed / expanded by double-clicking the case.



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



► *Step 3 - Click on 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 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.

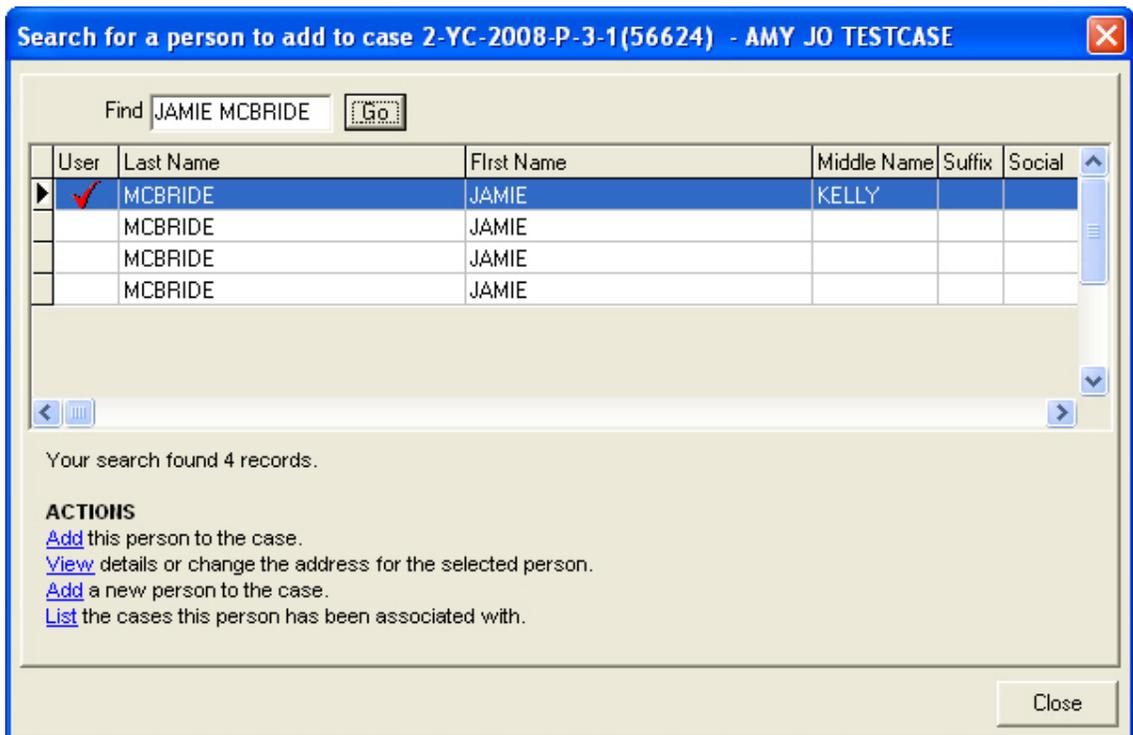
► *Step 4 - Type name of person in Find field and click Go.*

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.

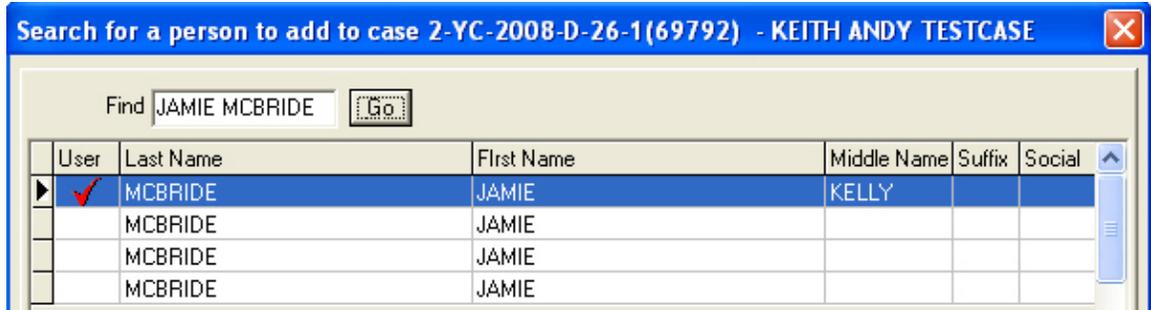


► **Step 6**

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.

Edit Person Information

Detail | Other | Change History

Use Information From:

SSN: JASON TESTCASE
JENNY TESTCASE

*Last Name: KEITH ANDY TESTCASE

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.

Edit Person Information

Detail | Other | Change History

Date of Birth []

Birth City []

Birth State MISSISSIPPI []

Birth Country []

Race WHITE []

Hispanic

Sex MALE []

Eye Color []

Hair Color []

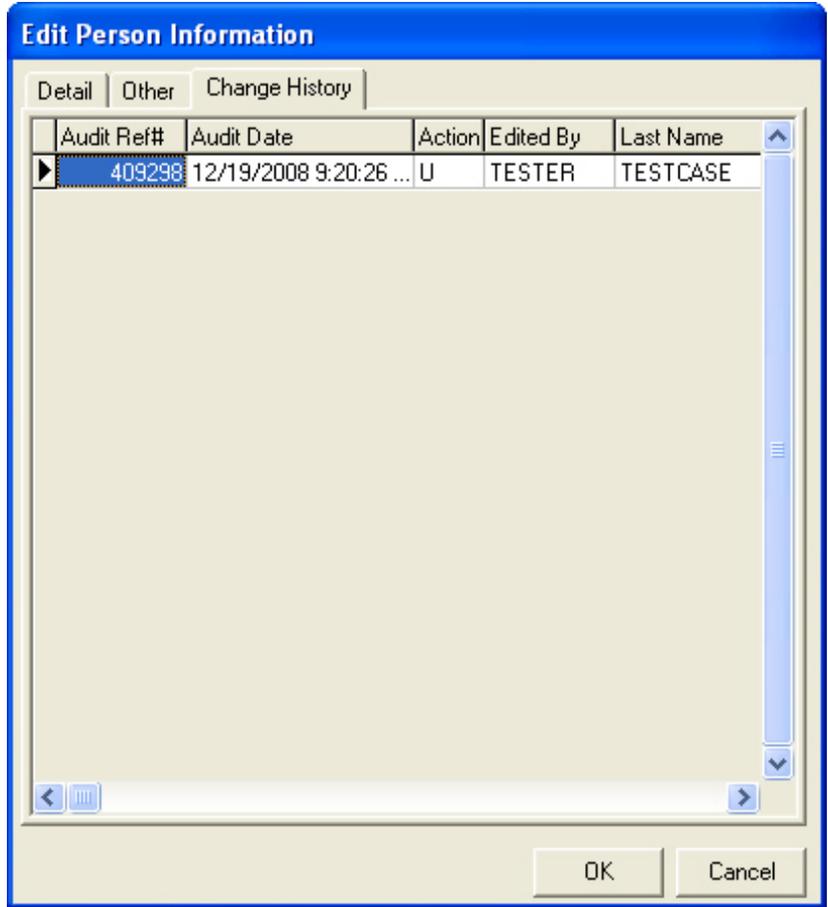
Height 0 [] FT. 0 [] IN.

Weight [] LBS.

OK Cancel

Change History

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



► *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.



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 screenshot shows a dialog box titled "Relationship to Case" with a close button (X) in the top right corner. The "Relationship" dropdown menu is set to "DYS COUNSELOR". Below this, there are three checkboxes: "PPC (Permanent Physical Custodian)" which is unchecked, "PC (Primary Counselor)" which is checked, and "PRD (Police Report Due?)" which is unchecked. A red arrow points to the "PC" checkbox. Below the checkboxes are two dropdown menus: "Appointed" and "Presiding Type". At the bottom of the dialog are "OK" and "Cancel" buttons.

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 screenshot shows the same "Relationship to Case" dialog box, but the "Relationship" dropdown menu is now set to "LAW ENFORCEMENT". The "PPC (Permanent Physical Custodian)" and "PC (Primary Counselor)" checkboxes are now unchecked, while the "PRD (Police Report Due?)" checkbox is checked. A red arrow points to the "PRD" checkbox. The "Appointed" and "Presiding Type" dropdown menus and the "OK" and "Cancel" buttons remain the same as in the previous screenshot.

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.

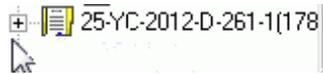
The Presiding Type field is only active when a Relationship of Presiding is chosen. Select presiding types of Chancellor, Judge, Referee, or Special Judge.

Click OK.

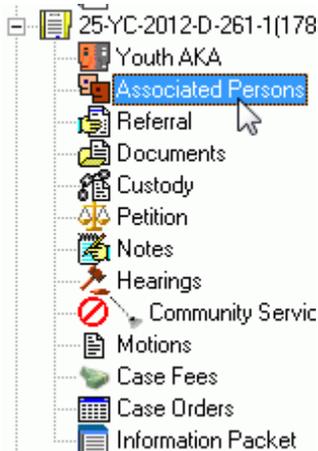
5.5 - Add Selected Person to my Quick List

▶ *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

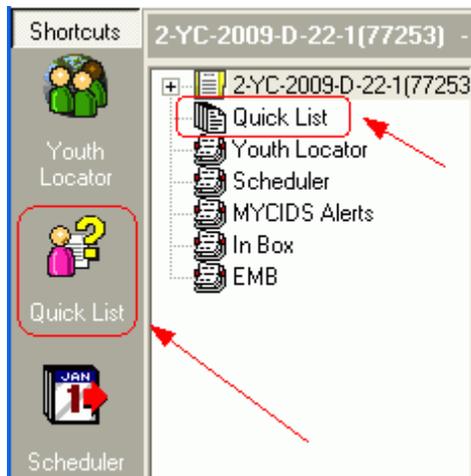
- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.

▶ *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

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

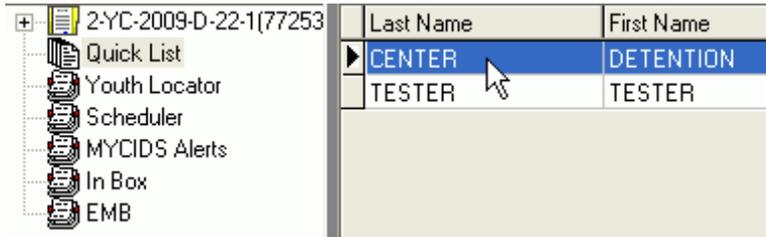


	Last Name	First Name	Middle Name	Relationship
▶	CENTER	DETENTION		COUNTY DETENTION CENTER
	TESTER	TESTER		PRESIDING

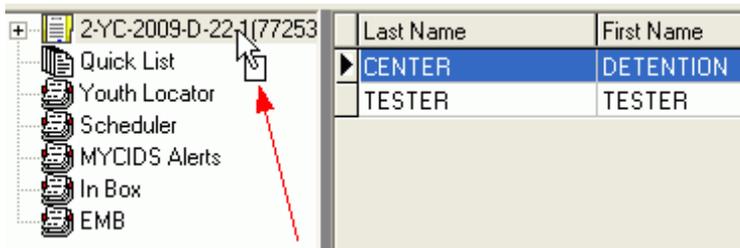
ACTIONS
[Delete](#) this person from the Quick List.

- ▶ *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.

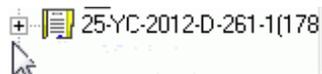


The item that was dragged to the case should now appear in the associated persons for that case.

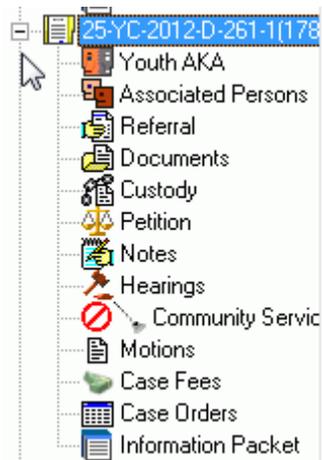
5.7 - List the cases this person has been associated with

- ▶ *Step 1 - Expand the case.*

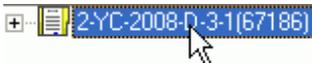
Click on the + next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.

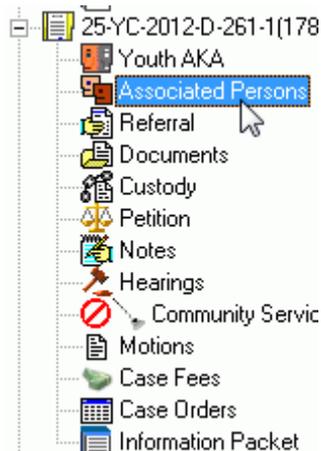


The case can also be collapsed / expanded by double-clicking the case.



A screenshot of a case navigation panel showing a list of items for case 2-YC-2008-D-3-1(67186). The top item is selected and highlighted in blue. A mouse cursor is pointing at the top item.

► *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

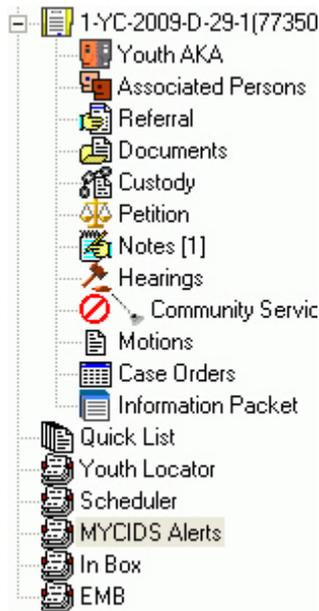
- ▶ *Who is appointed.*

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.

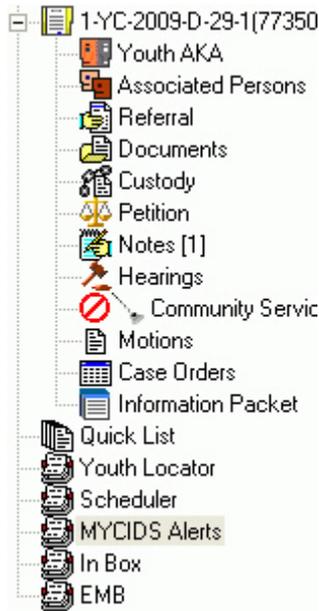


Step 6 - Click OK.

► *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.

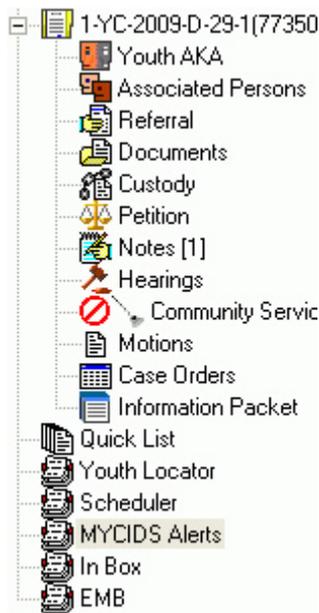
ACTIONS

- [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.

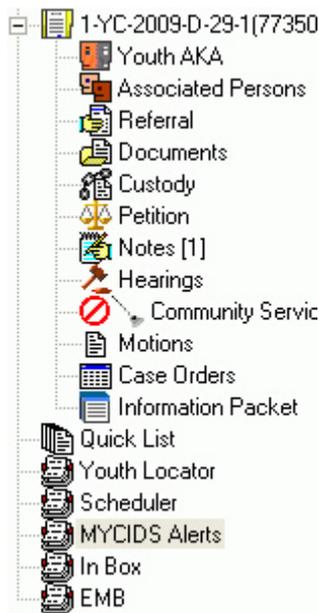
ACTIONS

- [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.

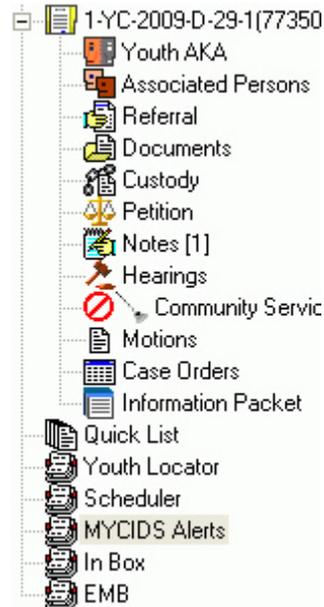


Step 6 - Click OK.

► *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.

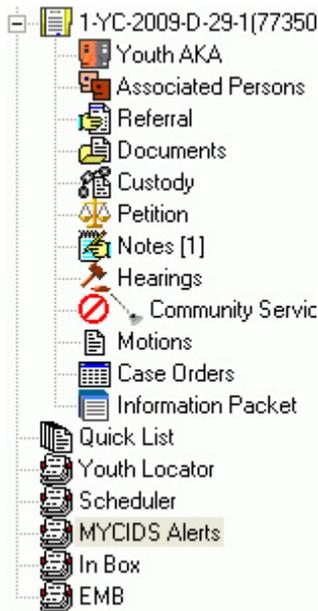
ACTIONS

- [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.



- 1-YC-2009-D-29-1(77350)
 - Youth AKA
 - Associated Persons
 - Referral
 - Documents
 - Custody
 - Petition
 - Notes [1]
 - Hearings
 - Community Serv
 - Motions
 - Case Orders
 - Information Packet
 - Quick List
 - Youth Locator
 - Scheduler
 - MYCIDS Alerts
 - In Box
 - EMB

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

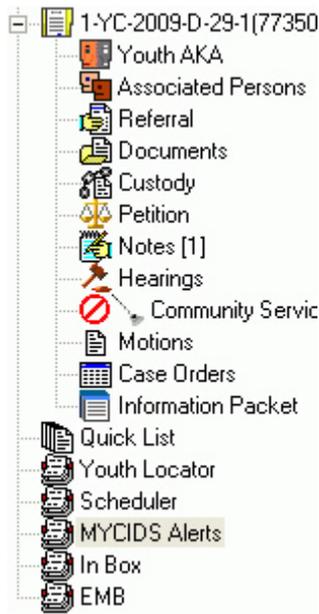
- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.
- [Remove](#)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



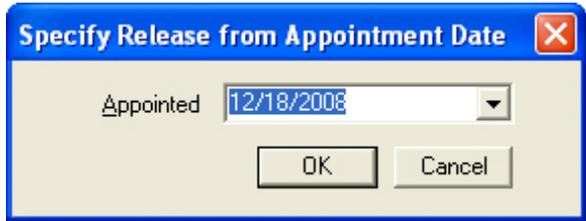
Step 3 - Click on the Person record to be edited in the list.

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.

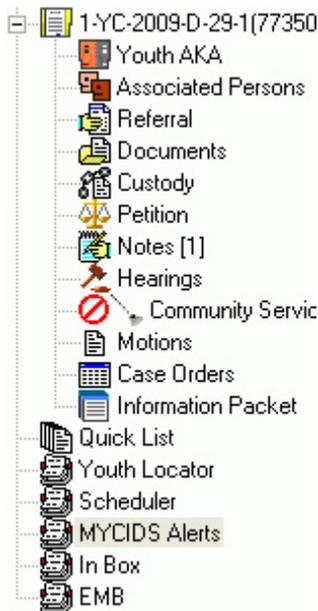


Step 6 - Click OK.

► *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.

- 1-YC-2009-D-29-1(77350)
 - Youth AKA
 - Associated Persons
 - Referral
 - Documents
 - Custody
 - Petition
 - Notes [1]
 - Hearings
 - Community Serv
 - Motions
 - Case Orders
 - Information Packet
 - Quick List
 - Youth Locator
 - Scheduler
 - MYCIDS Alerts
 - In Box
 - EMB

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

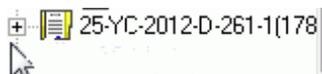
The Referrals node is where the charges are added to the case. This section will address how to add, edit, or delete referral information. It will also address recording referrals and generating intake orders.

- ▶ [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](#)

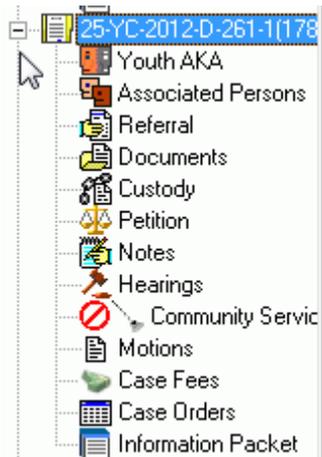
6.1 - Add a Referral

- ▶ *Step 1 - Expand the case.*

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



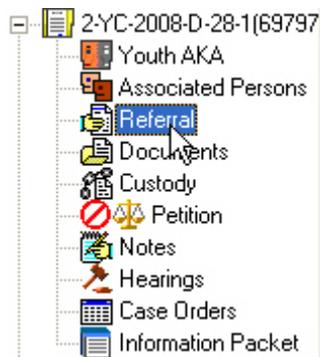
The expanded case will look like the image below.



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

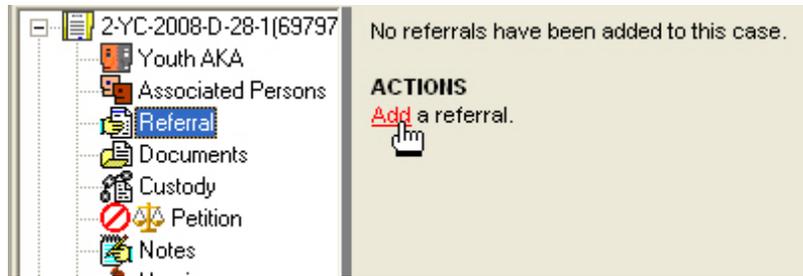


► *Step 2 - Click on Referral node.*

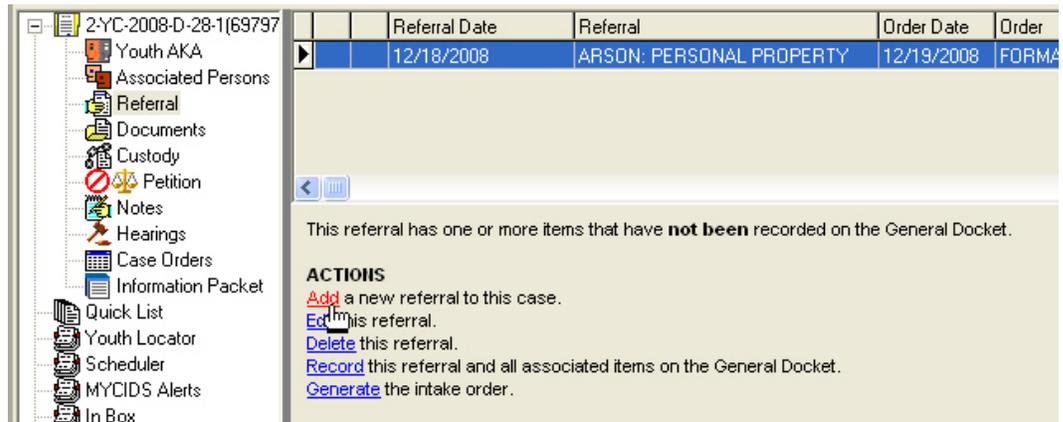


► *Step 3 - From the Edit Panel area, click on "Add a referral" or click on "Add a new referral to this case."*

If no referrals exist, click Add a referral.

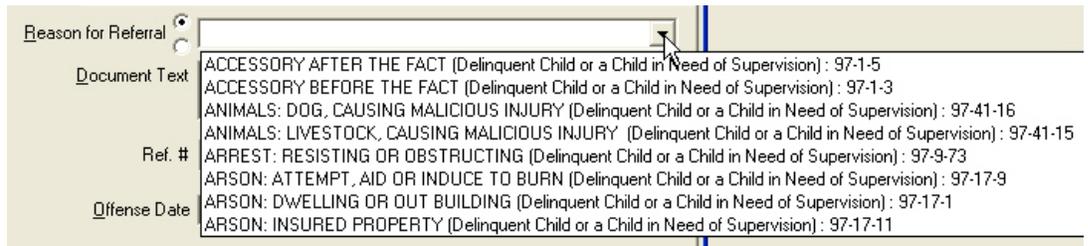


If a referral already exists, click on Add a new referral to this case from the actions list.

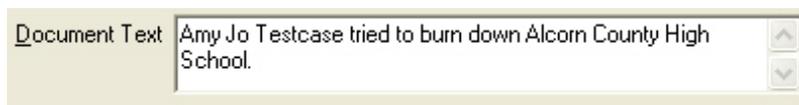


► *Step 4 - Enter Referral Information*

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



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



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

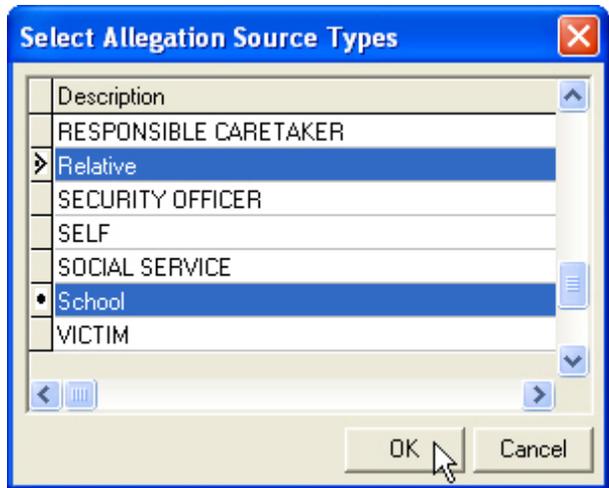
6. Click the add button under the Allegation Brought By section.

Allegation Brought By

Add

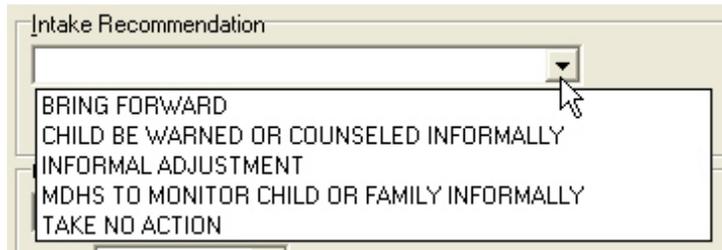
Remove

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

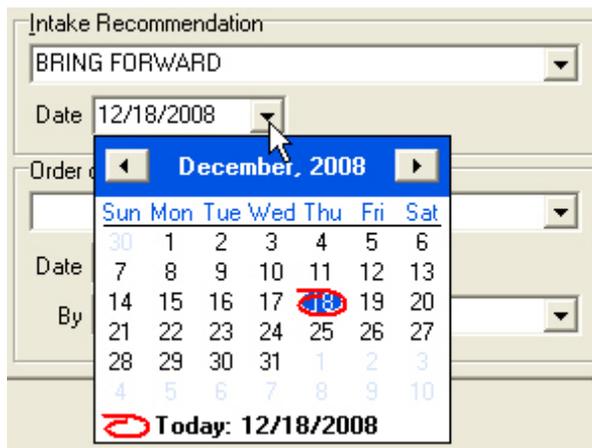


 Hold down the CTRL button on the keyboard to multiple select from the Allegation Brought By window

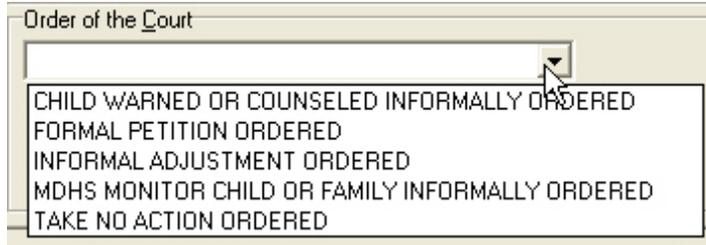
7. Choose the intake recommendation from the drop down list.



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



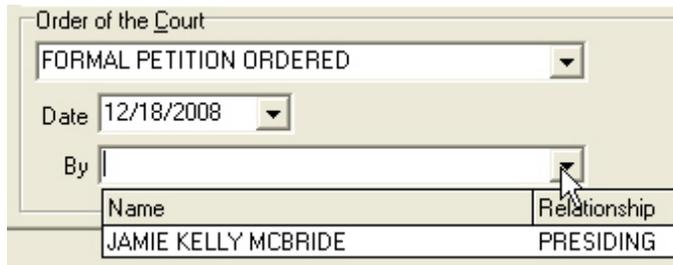
9. Choose the order of the court from the drop down list.



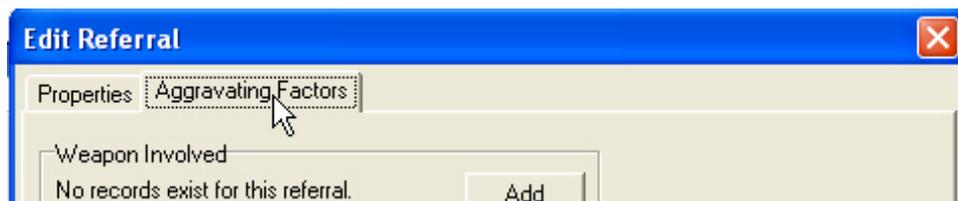
10. Choose the order of the court date from the drop down calendar.



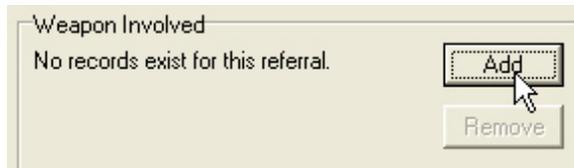
11. From the drop down list, choose who the order of the courts is by.



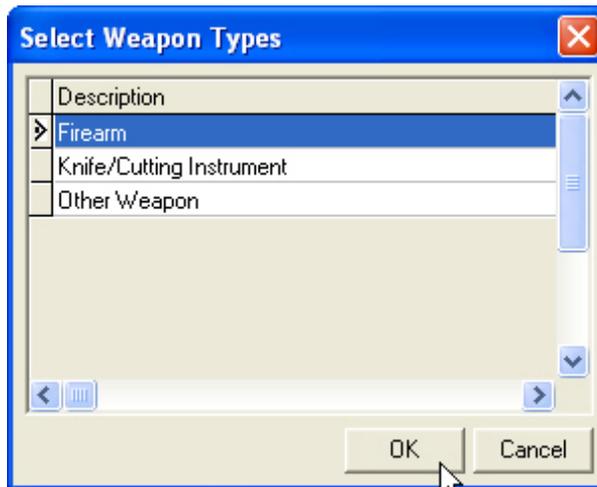
12. If there are any aggravating factors (i.e.: Weapons, Intoxicants) for the referral, choose the aggravating factors tab at the top of the edit referral window.



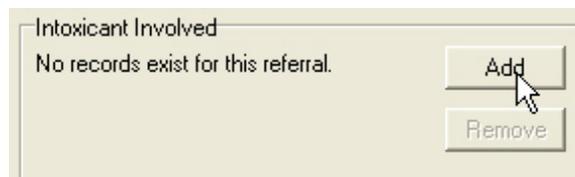
13. Click the add button in the weapons involved section to select weapons as aggravating factors.



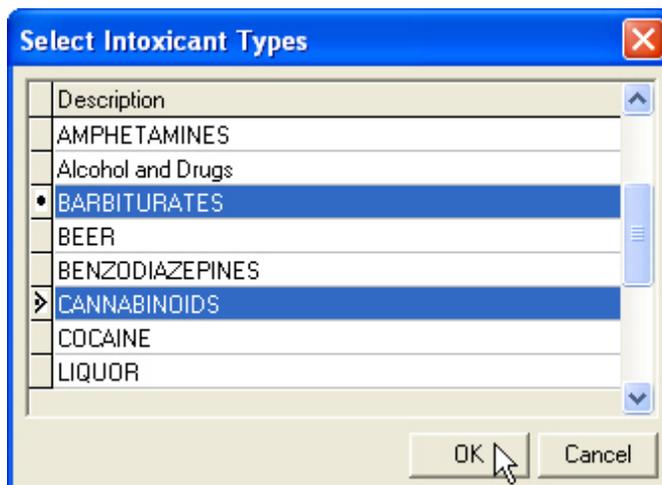
Choose from the weapons list and click OK.



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.

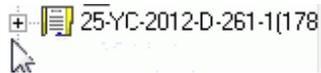


- ▶ Step 5 - Click OK.

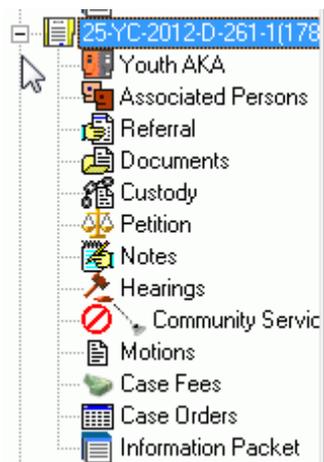
6.2 - Edit a Referral

- ▶ *Step 1 - Expand the case.*

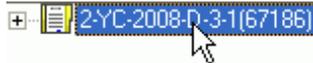
Click on the  next to the case number in the Case Navigation Panel.



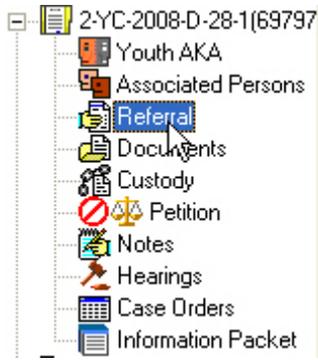
The expanded case will look like the image below.



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.

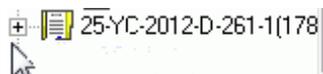
- ▶ *Step 4 -Make the desired changes in the Edit Referral window.*

- ▶ **Step 5 - Click OK.**

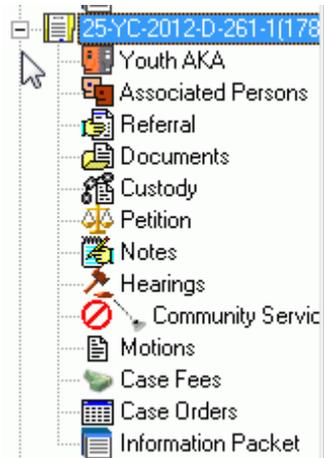
6.3 - Delete a Referral

- ▶ *Step 1 - Expand the case.*

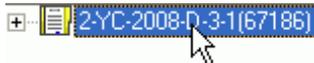
Click on the  next to the case number in the Case Navigation Panel.



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

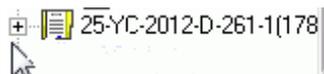
- ▶ *Step 4 - On the deletion confirmation window, click yes to delete the referral or no to keep the referral.*



6.4 - Record Referral on General Docket

- ▶ *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

▶ *Step 1 - Expand the case.*

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

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

▶ *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	FORI
	12/19/2008	ARSON: PERSONAL PROPERTY	12/19/2008	FORI

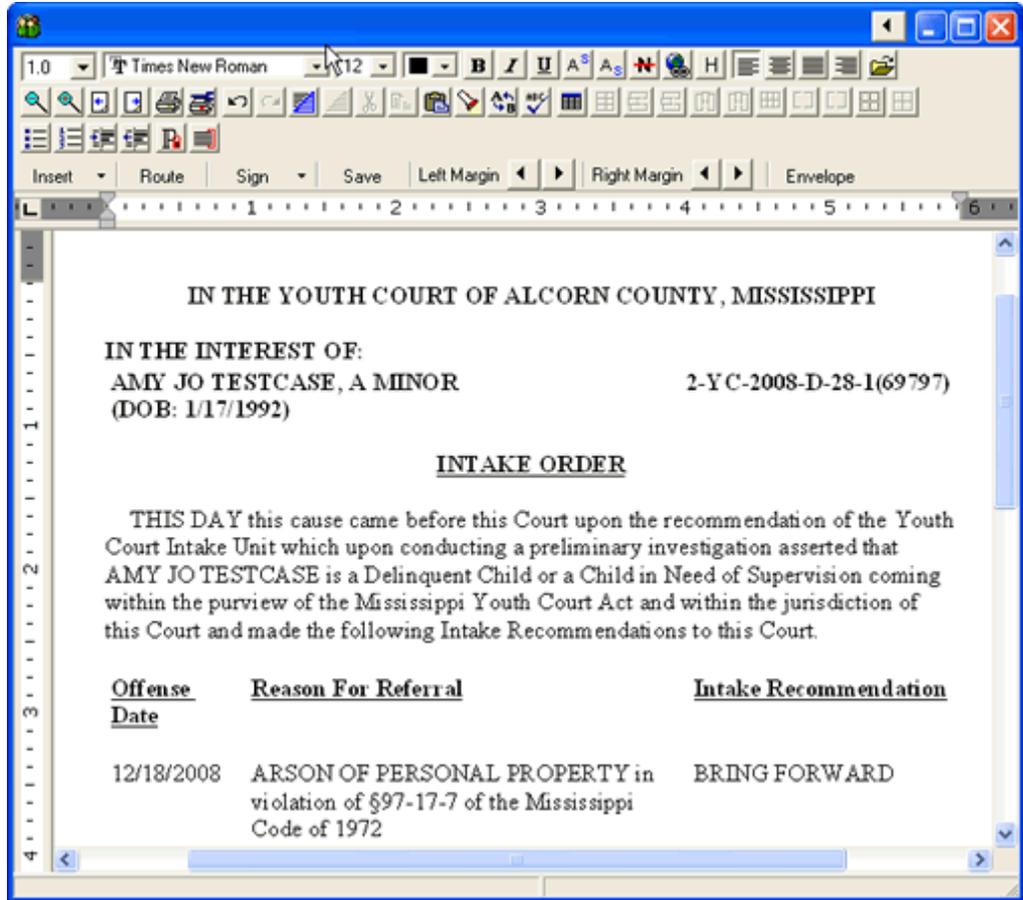
< []

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.

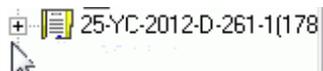
The intake order will open in the MYCIDS word processor as shown in the image below.



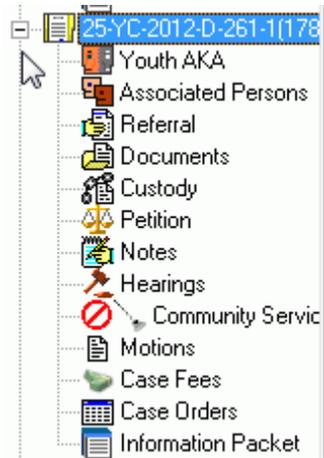
6.6 - Modify Ref. Number

► *Step 1 - Expand the case.*

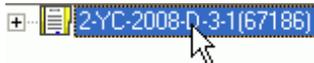
Click on the  next to the case number in the Case Navigation Panel.



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.
[Gen](#)te 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.*

- ▶ **Step 5 - Click OK.**

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](#)

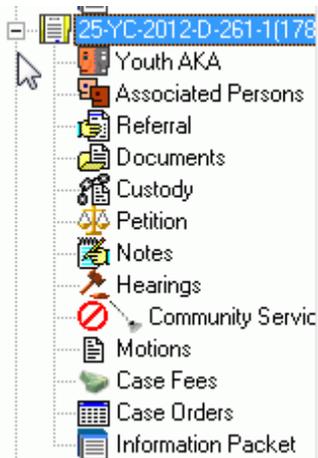
7.1 - Attaching Documents

- ▶ *Step 1 - Expand the case.*

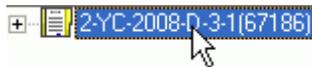
Click on the  next to the case number in the Case Navigation Panel.



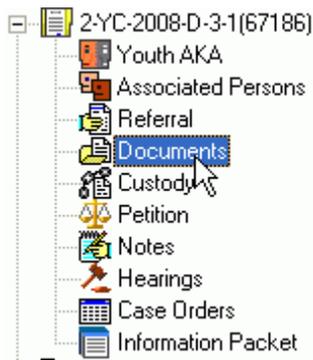
The expanded case will look like the image below.



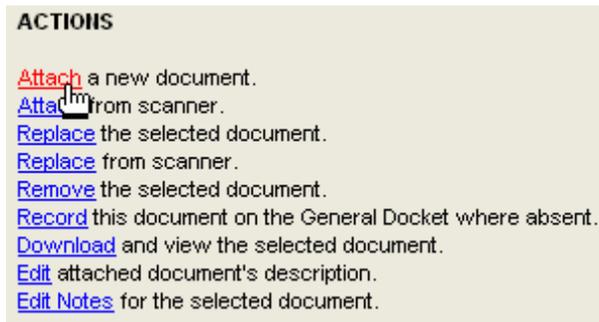
The case can also be collapsed / expanded by double-clicking the case.



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

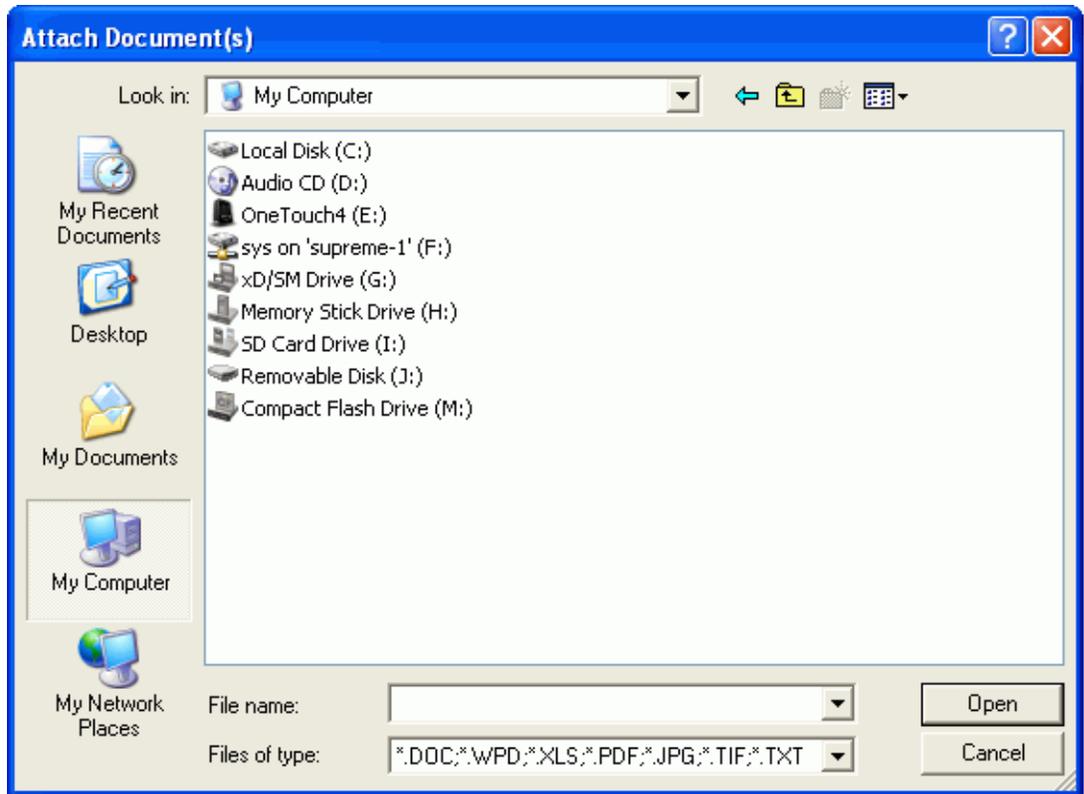


- ▶ *Step 3 - Click on Attach a new Document.*



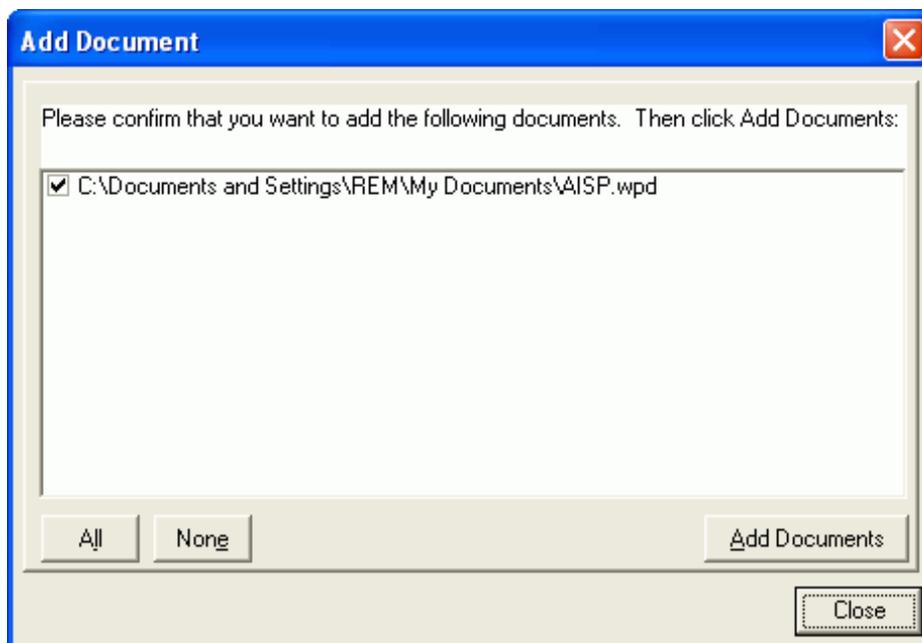
- ▶ *Step 4 - Select document from the Attach Document browser.*

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.



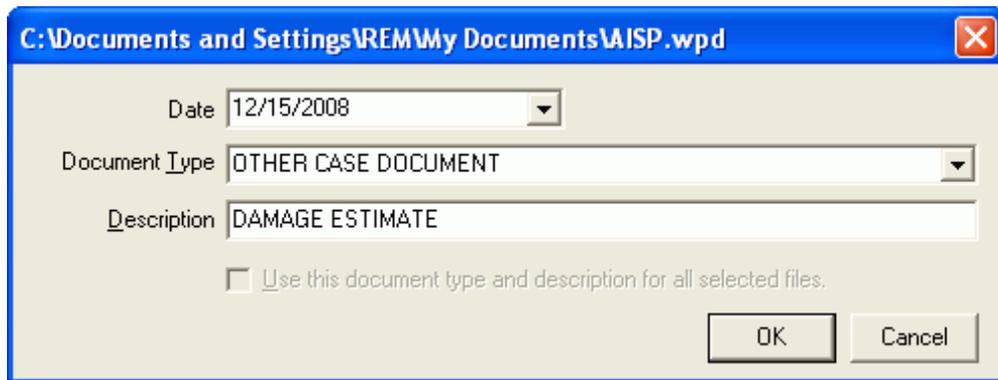
► *Step 6 - Date, name and describe document.*

Enter the document date.

Select document type from drop down list.

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

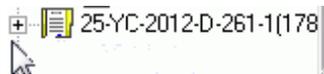
Click OK.



7.2 - Scanning Documents

► *Step 1 - Expand the case.*

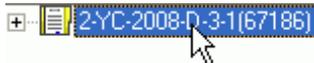
Click on the + next to the case number in the Case Navigation Panel.



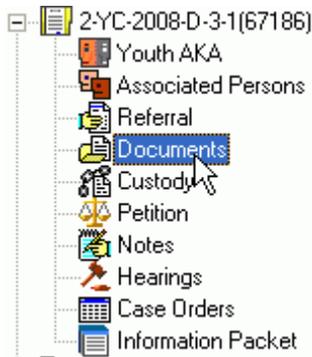
The expanded case will look like the image below.



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

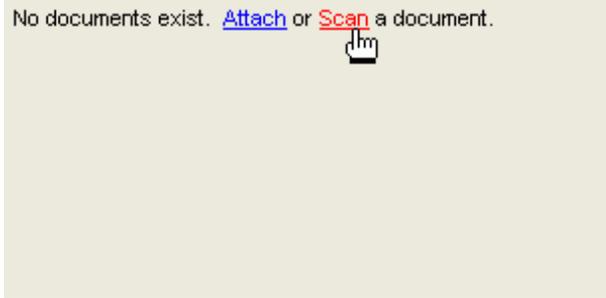


► *Step 2 - Click on Documents in the Case Navigation panel.*

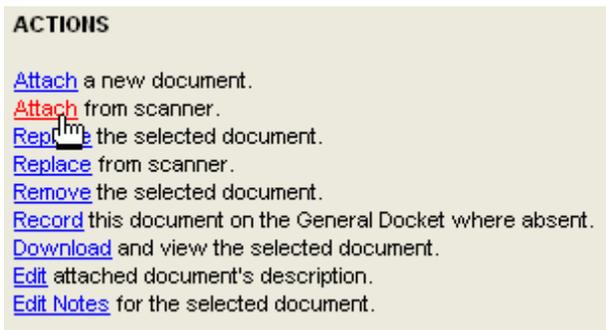


► *Step 3 - Click on Attach from Scanner or Scan a document*

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

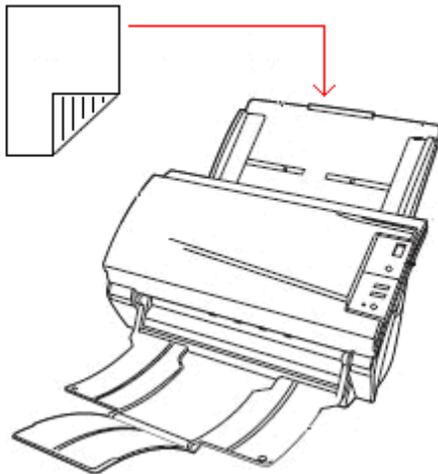


If documents exist the documents nodes actions will look similar to the following image. Click Attach from Scanner

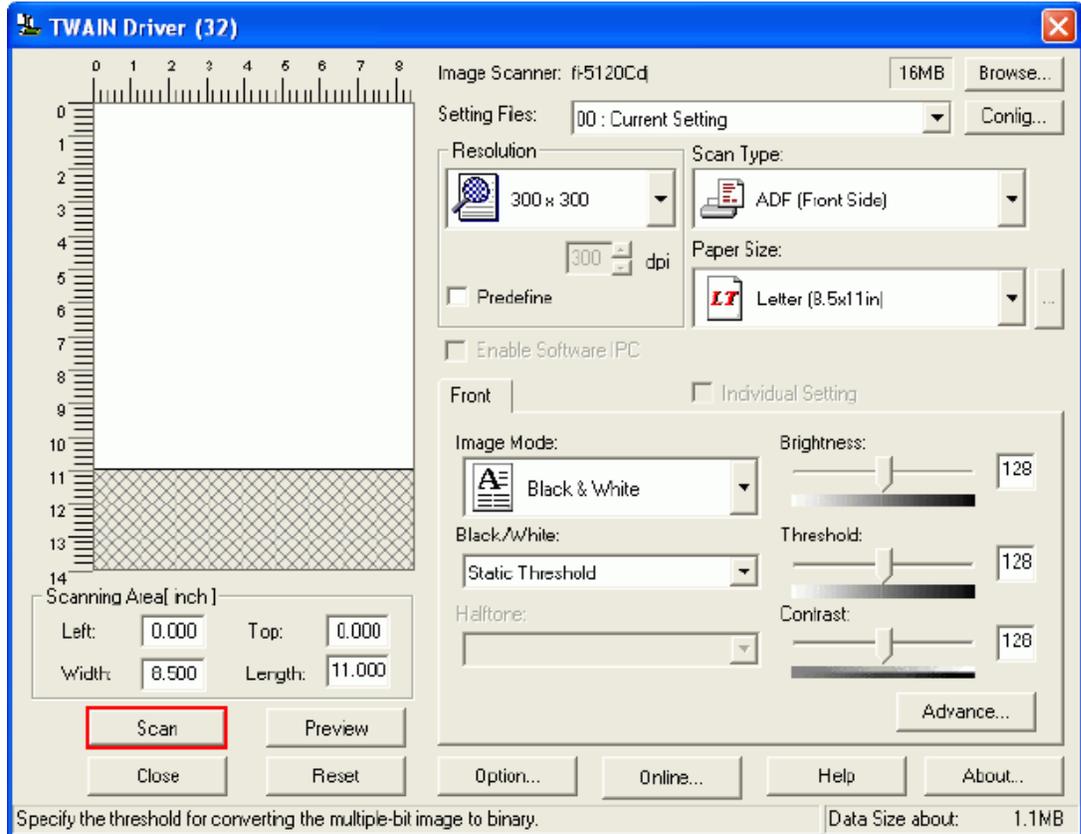


► *Step 4 - Insert document into scanner.*

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



► *Step 5 - Click Scan in Docviewer.*

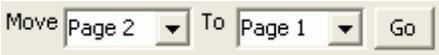
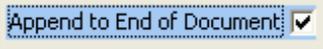


► *Step 6 - Save document and close MYCIDS Document Processor.*

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.
	Check the box to scan the front and back of the next document.
	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.

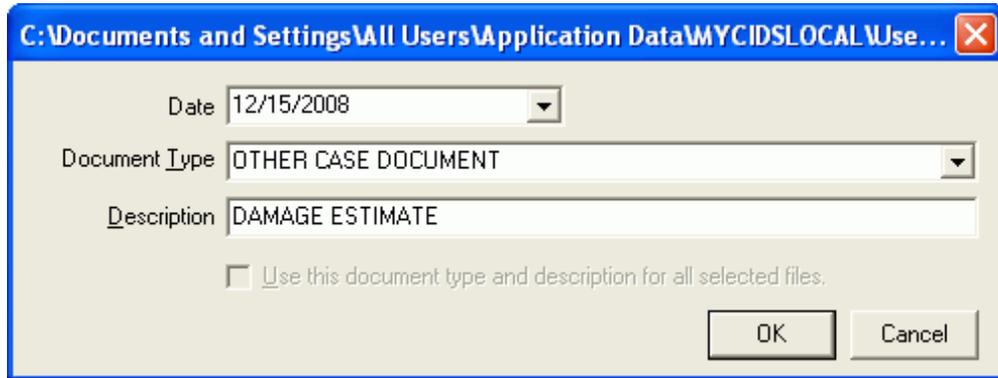
► *Step 7 - Date, name and describe document.*

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.



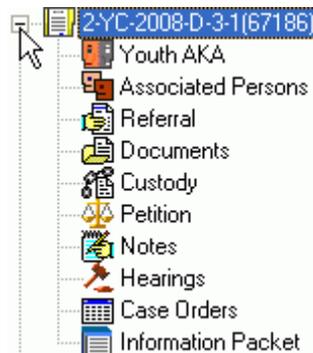
7.3 - Removing Documents

► *Step 1 - Expand the case.*

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



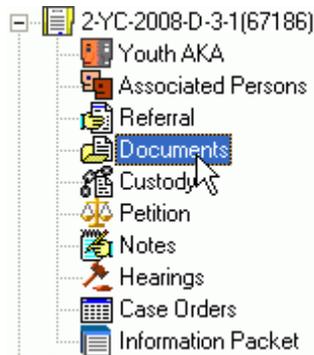
The expanded case will look like the image below.



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



▶ *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.

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

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

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

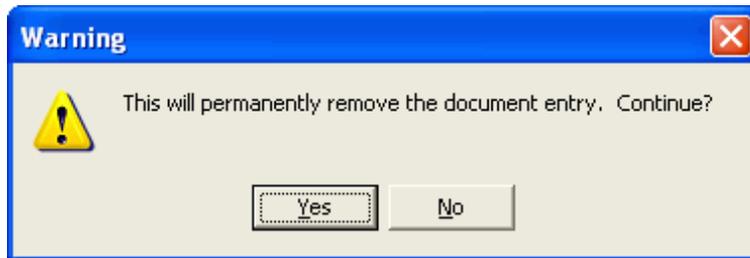
[Edit Notes](#) for the selected document.

Note!

Documents that have been recorded cannot be removed.

► *Step 5 - Confirm removal of document.*

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



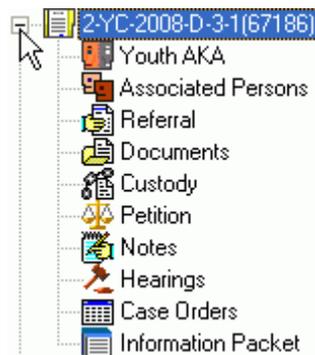
7.4 - Replacing Documents

► *Step 1 - Expand the case.*

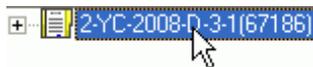
Click on the + next to the case number in the Case Navigation Panel.



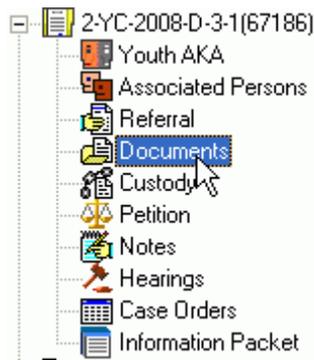
The expanded case will look like the image below.



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.

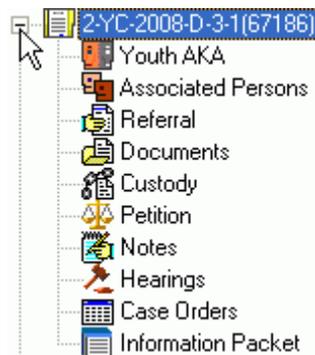
7.5 - Recording Documents

► *Step 1 - Expand the case.*

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

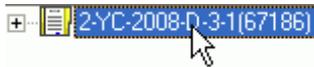


The expanded case will look like the image below.

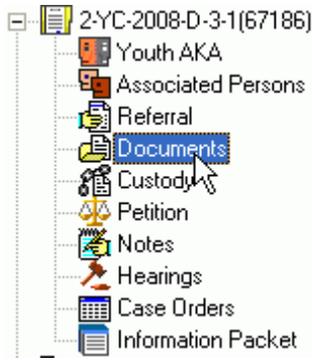




The case can also be collapsed / expanded by double-clicking the case.



► *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.

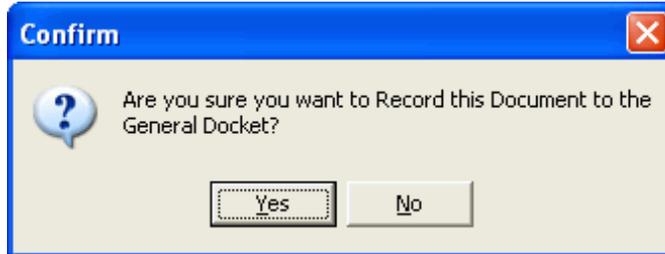
► *Step 4 - Click on Record in the Actions list.*

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.



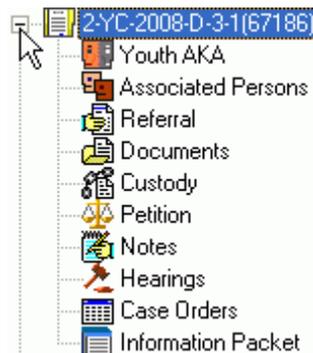
7.6 - Downloading and Viewing Documents

► *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.

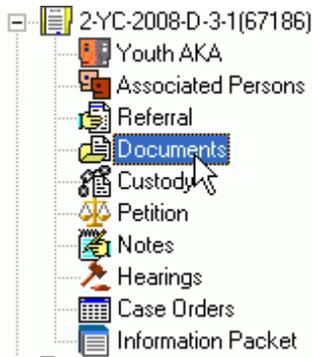




The case can also be collapsed / expanded by double-clicking the case.



► *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](#).

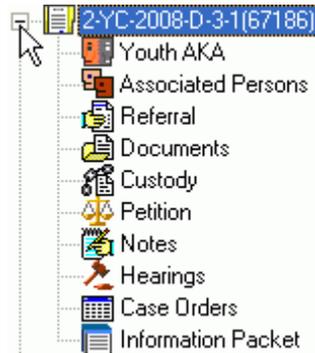
7.7 - Edit Document Descriptions

► *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.

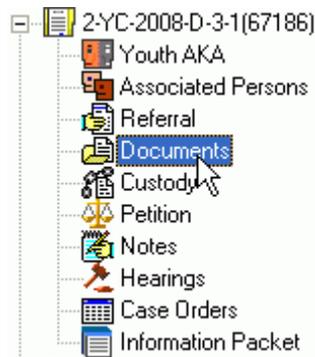




The case can also be collapsed / expanded by double-clicking the case.



► *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.

The screenshot shows a dialog box with the following fields and options:

- Date: 12/15/2008
- Document Type: OTHER CASE DOCUMENT
- Description: DAMAGE ESTIMATE
- Use this document type and description for all selected files.
- Buttons: OK, Cancel

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.

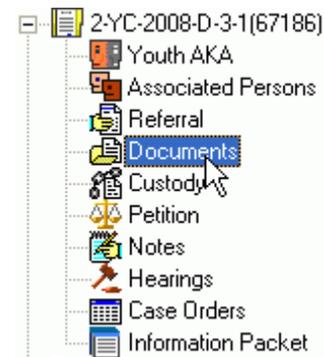




The case can also be collapsed / expanded by double-clicking the case.



► *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.

Created By	Date	Note
------------	------	------

- ▶ *Step 6 - Type note.*

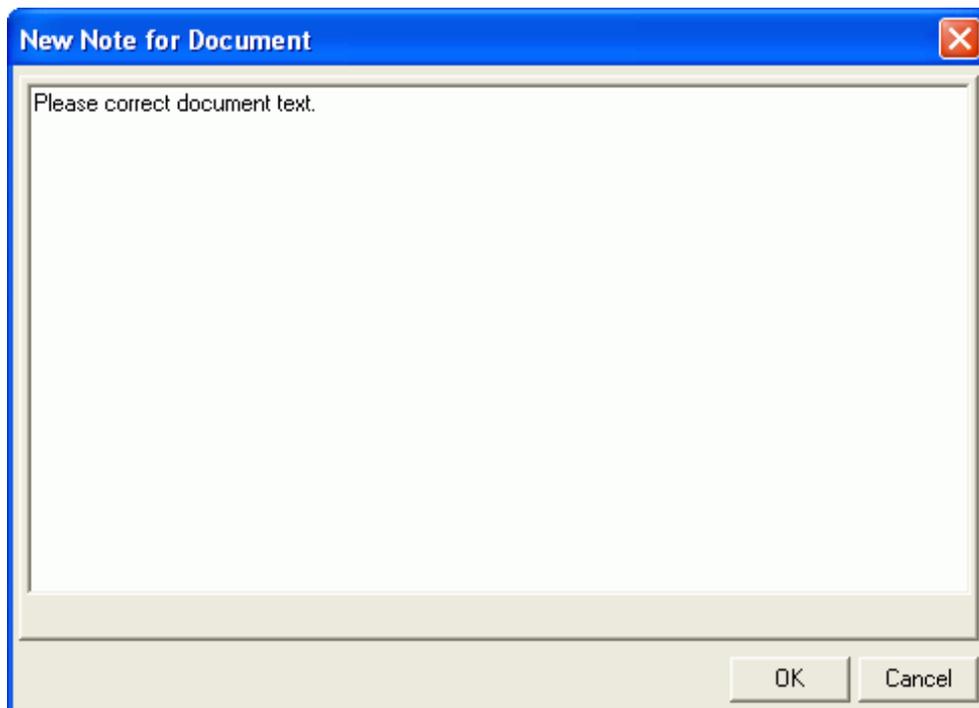
Type the necessary notes in the screen.

Click OK.

Click Close on Documents Note editor.

Note !

Document notes can be viewed by all MYCIDS users.



7.9 - Showing Summons Documents

► *Step 1 - Expand the case.*

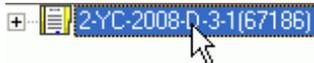
Click on the + next to the case number in the Case Navigation Panel.



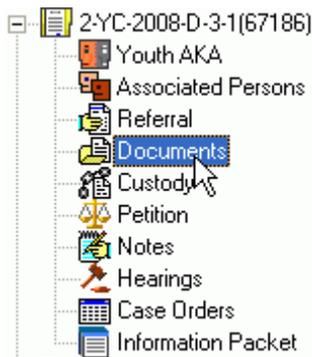
The expanded case will look like the image below.



 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

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](#)

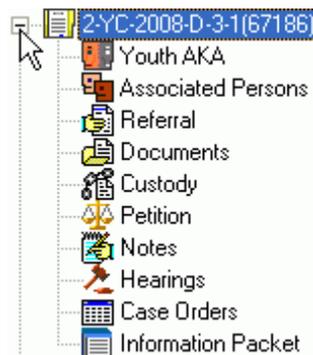
8.1 - Add a Custody Record

- ▶ *Step 1 - Expand the case.*

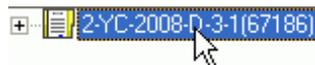
Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



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

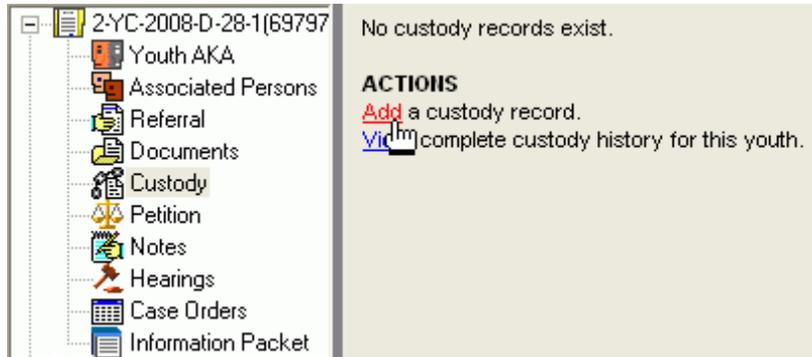


- ▶ *Step 2 - Click on Custody node.*



- ▶ *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

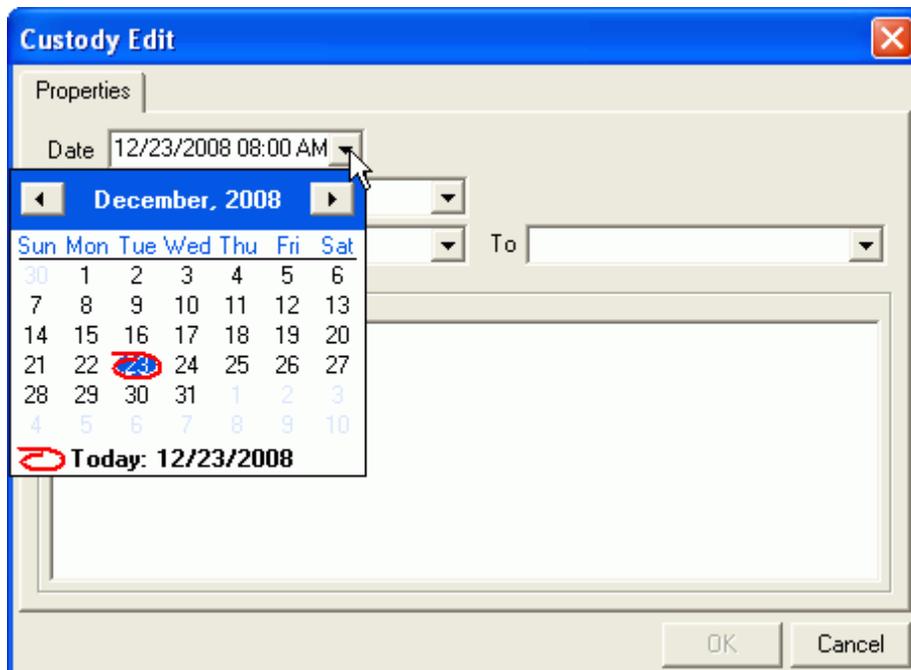
This custody change did not occur at a hearing.

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	

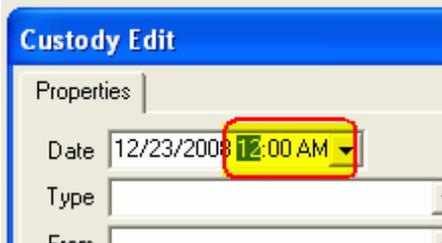
ACTIONS
PPC - Permanent Physical Custodian
[Record](#) this custody change on the General Docket.
[Add](#) a custody change record.
[Delete](#) this custody record.
[Edit](#) this custody record.

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

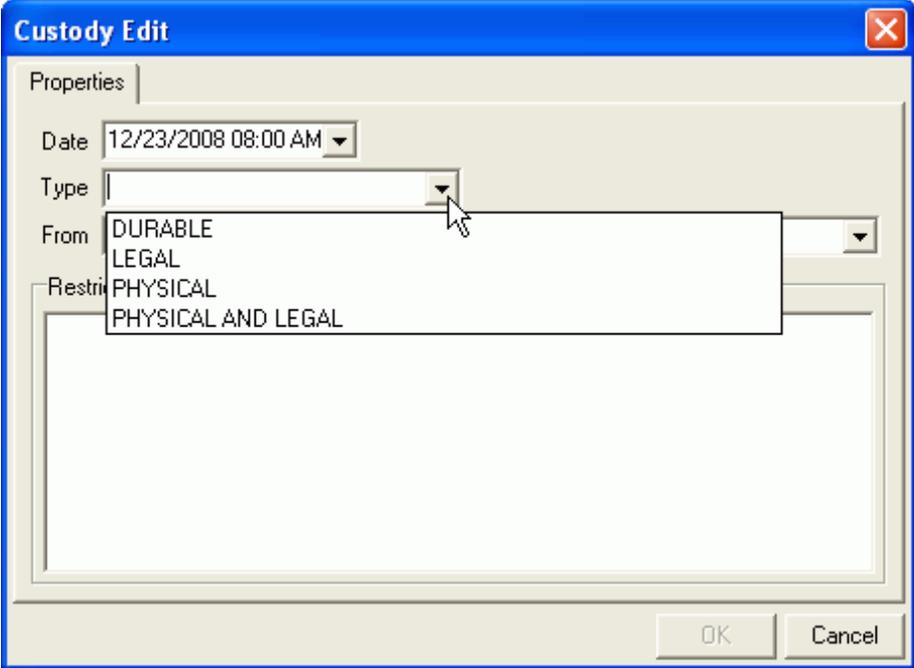
Choose the date/time from the calendar drop down menu or type in the date/time.



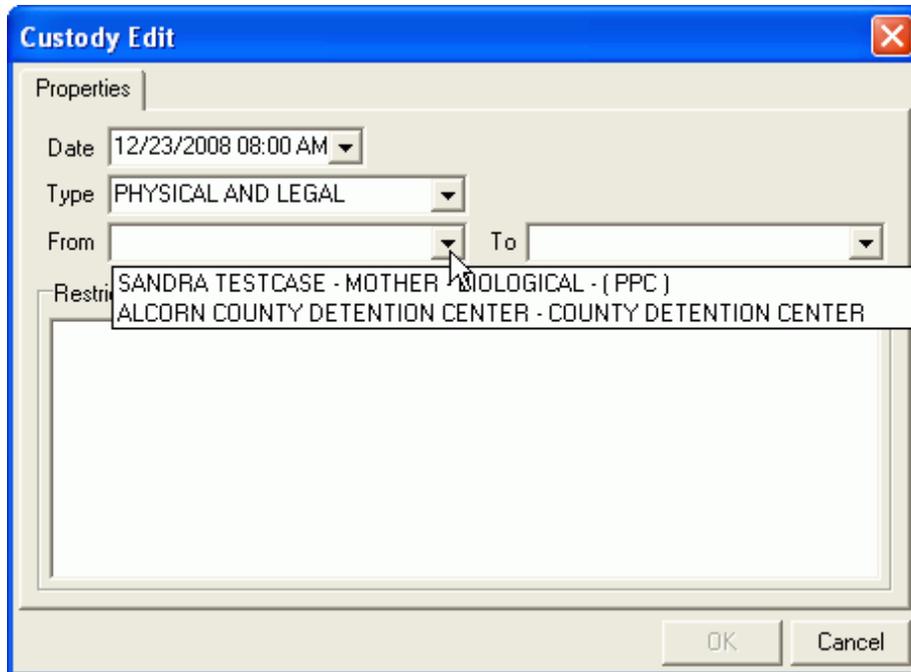
Type in the time.



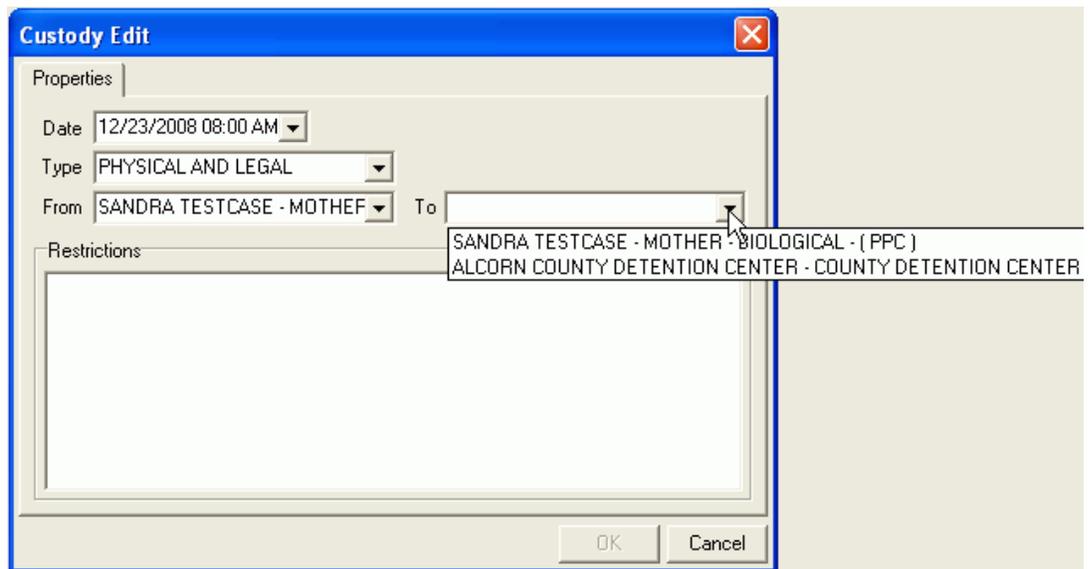
Choose type of custody change from the type drop down menu.



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



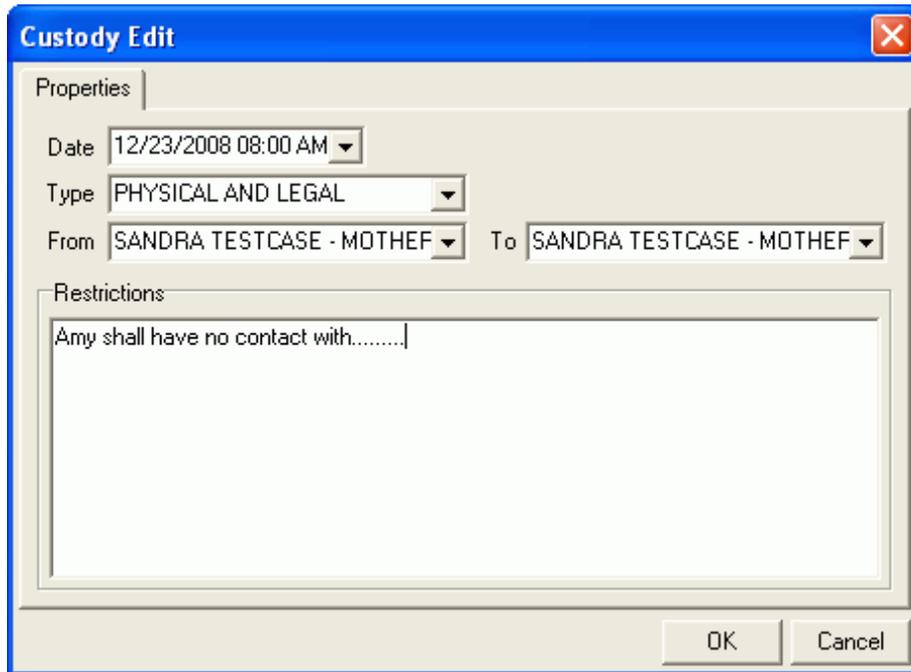
Choose where custody is to in the to drop down menu.



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.



- ▶ Step 5 - Click OK.

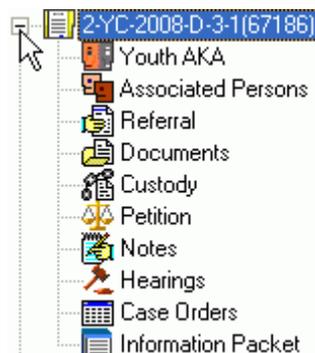
8.2 - Edit a Custody Record

- ▶ *Step 1 - Expand the case.*

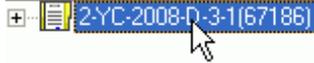
Click on the  next to the case number in the Case Navigation Panel.



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 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.

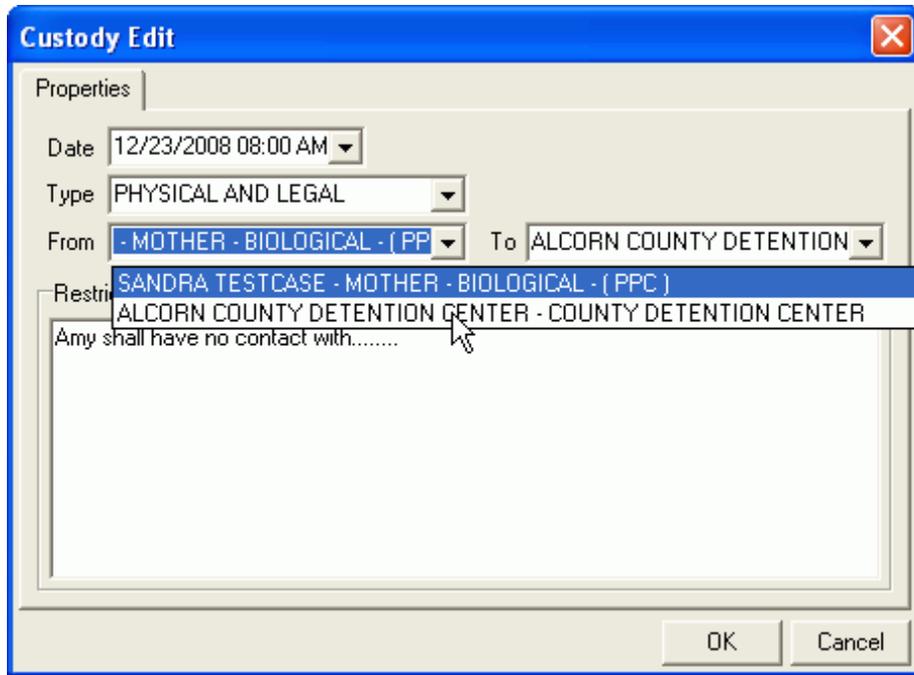
[Delete](#) this custody record.

[Edit](#) this custody record.

[Generate](#) custody change order.

[Generate](#) transport order.

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

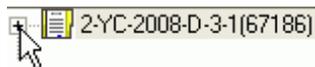


- ▶ Step 5 - Click OK.

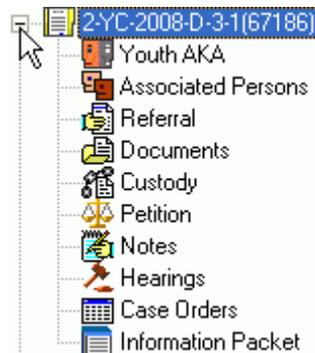
8.3 - Delete a Custody Record

- ▶ *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 - 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.

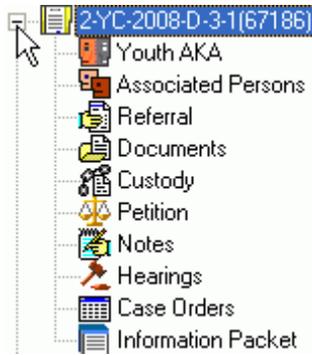
8.4 - Record Custody Change to General Docket

▶ *Step 1 - Expand the case.*

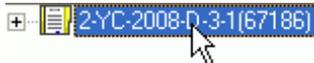
Click on the  next to the case number in the Case Navigation Panel.



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 A	SANDRA TESTCASE - MOTHER - BIOLOGI	ALCORN




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  symbol will appear next to the custody record as shown in the image below.

	Date	Type	From	To
▶ 	12/23/2008	PHYSICAL A	SANDRA TESTCASE - MOTHER - BIOLOGI	ALCORN



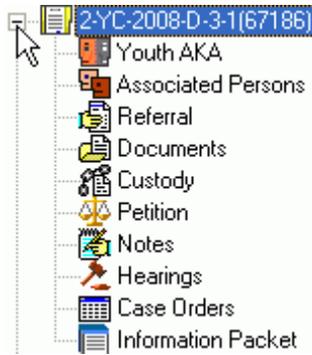

8.5 - Generate Custody Change Order

▶ *Step 1 - Expand the case.*

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

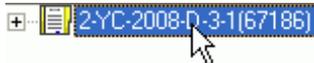


The expanded case will look like the image below.

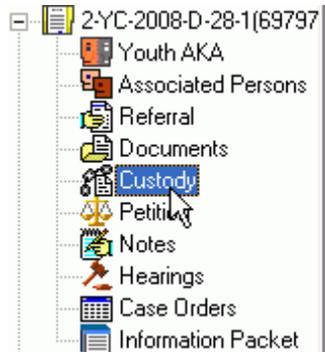




The case can also be collapsed / expanded by double-clicking the case.



► *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 - MOTHE

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

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

[◀](#)
[▶](#)

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

[Add](#) a custody change record.

[Delete](#) this custody record.

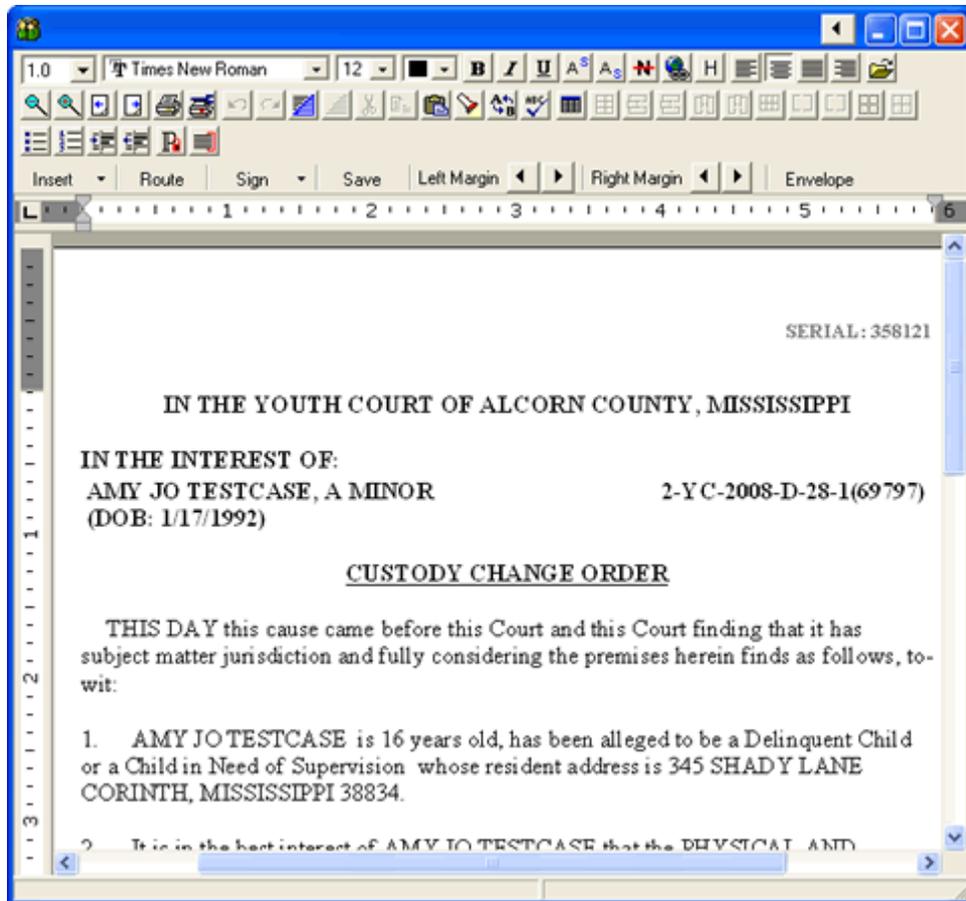
[Edit](#) this custody record.

[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.



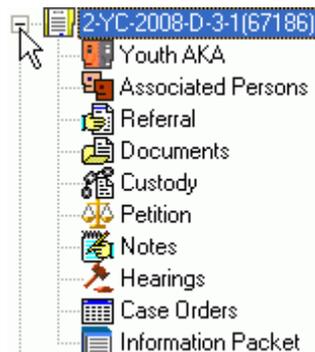
8.6 - Generate Transport Order

► Step 1 - Expand the case.

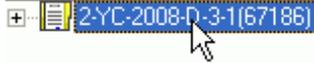
Click on the  next to the case number in the Case Navigation Panel.



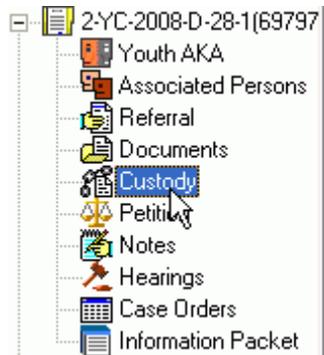
The expanded case will look like the image below.



 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.

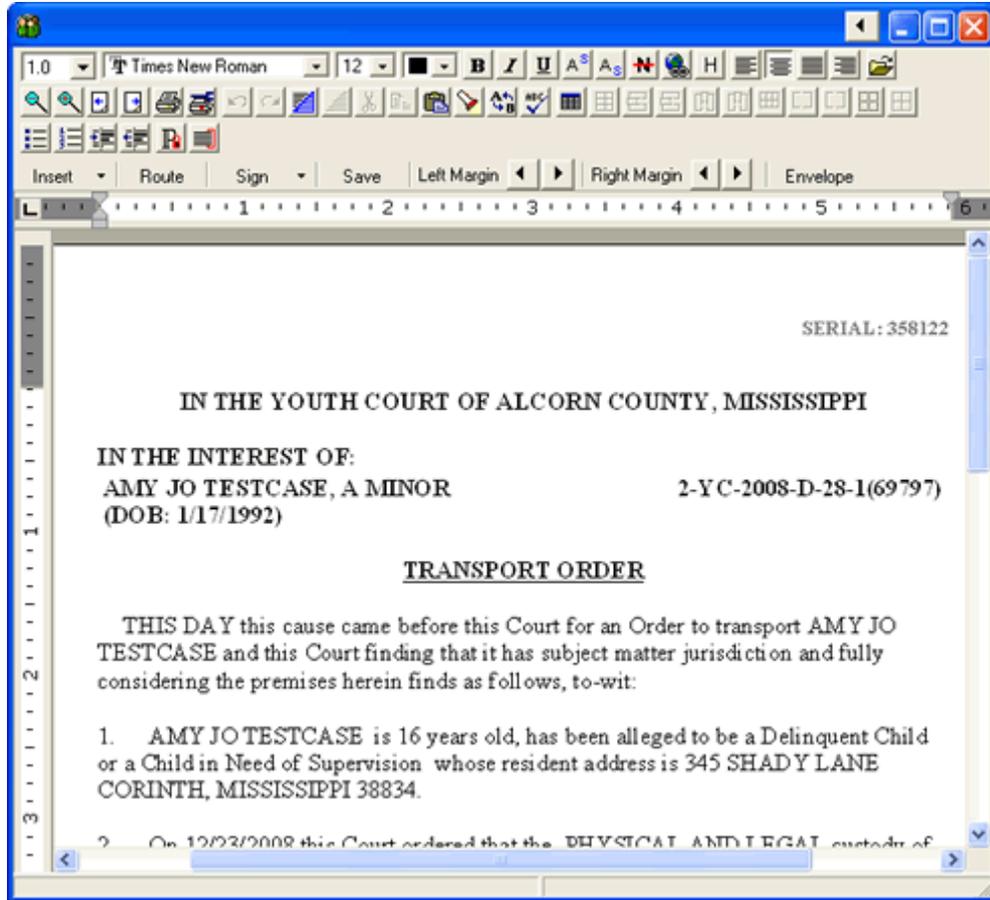
[Edit](#) this custody record.

[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.



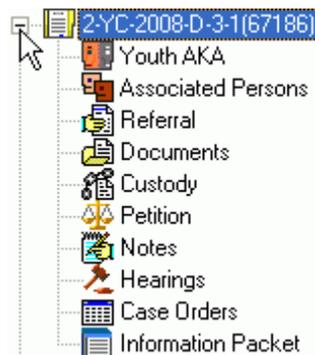
8.7 - View Custody History for Youth

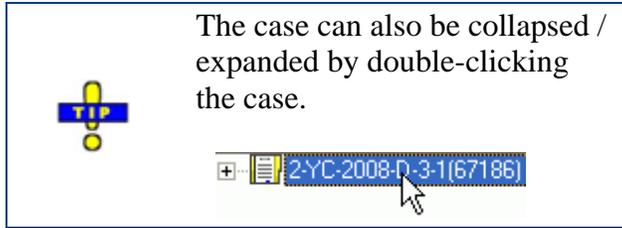
► *Step 1 - Expand the case.*

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 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 A	SANDRA TESTCASE - MOTHER - BIOLOGI	ALCOF
	12/24/2008	PHYSICAL A	ALCORN COUNTY DETENTION CENTER -	SANDF

This custody change did not occur at a hearing.

Date	12/23/2008
Type	PHYSICAL AND LEGAL
From	SANDRA TESTCASE - MOTHER - BIOLOGICAL PI
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 Custody History will open as shown in the image below.

The screenshot shows a window titled 'Custody History' with a 'Print' button in the top right. The main content area displays 'Custody history for: AMY JO TESTCASE'. Below this is a table with a header row and two data rows. The table is titled 'Current Case - 2-YC-2008-D-28-1 - ALCORN (2)'. The columns are 'Date', 'Type', 'Custody From', 'Custody To', and 'Hearing'. The first row shows a custody transfer on 12/24/2008 from the Alcorn County Detention Center to Sandra Testcase - Mother - Biological PPC. The second row shows a custody transfer on 12/23/2008 from Sandra Testcase - Mother - Biological PPC to the Alcorn County Detention Center.

Current Case - 2-YC-2008-D-28-1 - 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

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

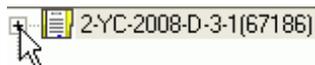
- ▶ [9.1 - Create a Petition](#)
- ▶ [9.2 - Edit the Petition](#)
- ▶ [9.3 - Add documents to the Petition](#)
- ▶ [9.4 - Scan documents to the Petition](#)
- ▶ [9.5 - File and record Petition to the General Docket](#)
- ▶ [9.6 - Delete Petition](#)

- ▶ [9.7 - Generate Petition](#)
- ▶ [9.8 - Amend a Petition](#)

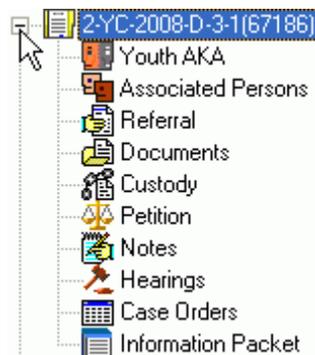
9.1 - Create a Petition

- ▶ *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.





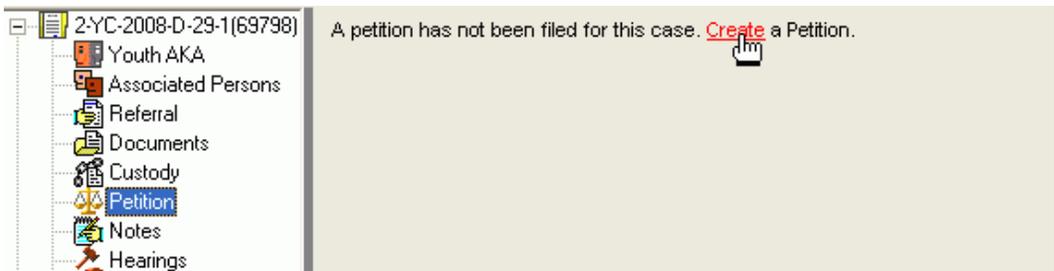
The case can also be collapsed / expanded by double-clicking the case.



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

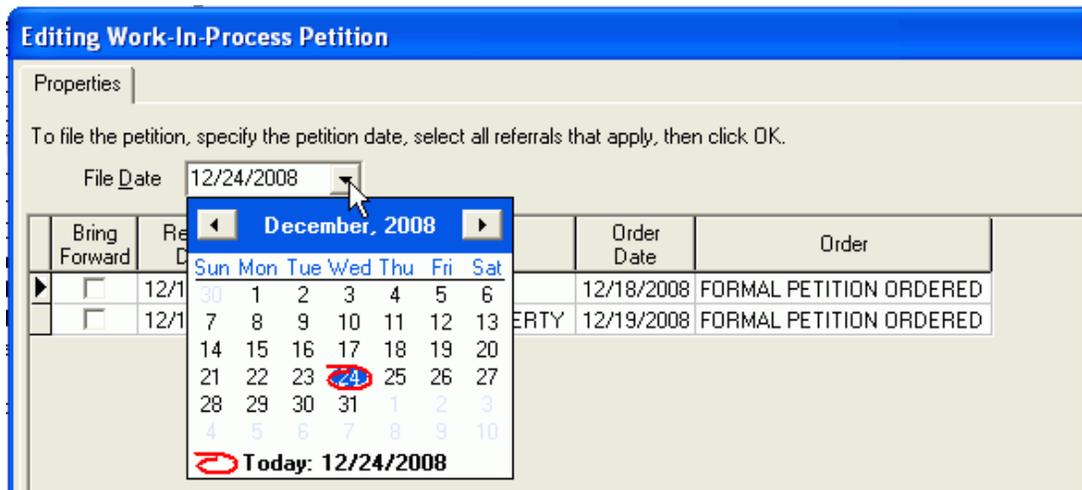


▶ *Step 3 - Click on "Create a Petition" from the Edit Panel area.*

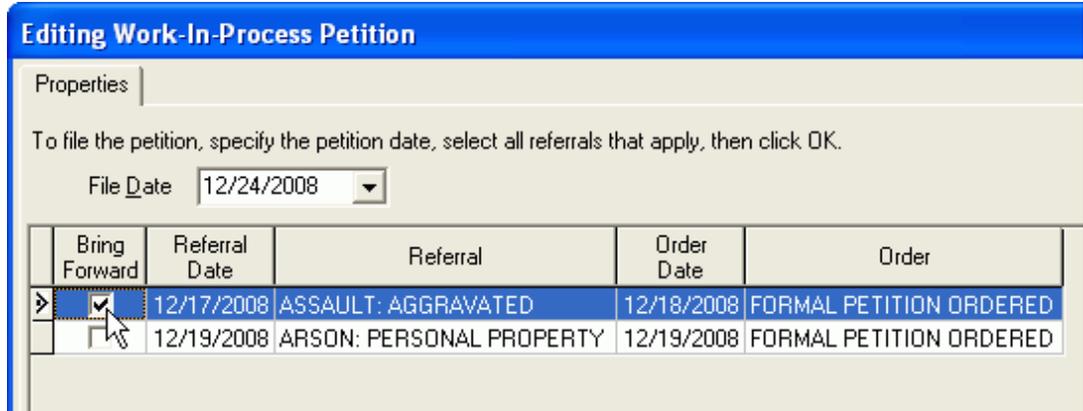


▶ *Step 4 - Enter Petition Information.*

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.



- ▶ Step 5 - Click OK.

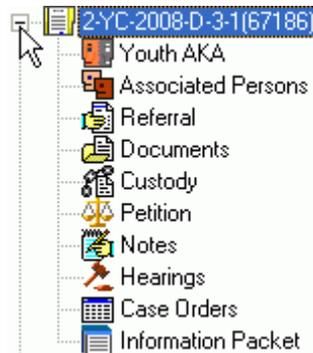
9.2 - Edit the Petition

- ▶ *Step 1 - Expand the case.*

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

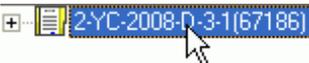


The expanded case will look like the image below.





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

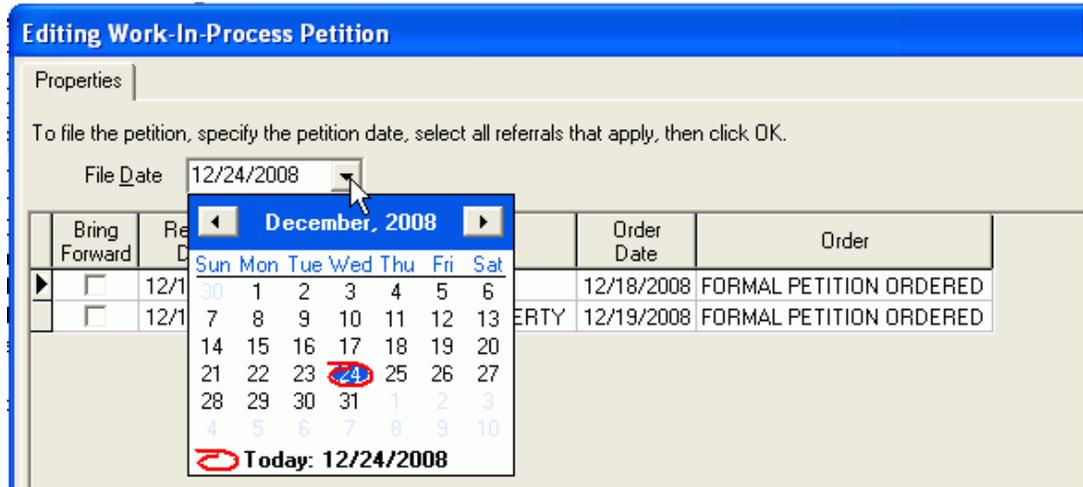
[Edit](#) the petition to add the new referrals.

ACTIONS

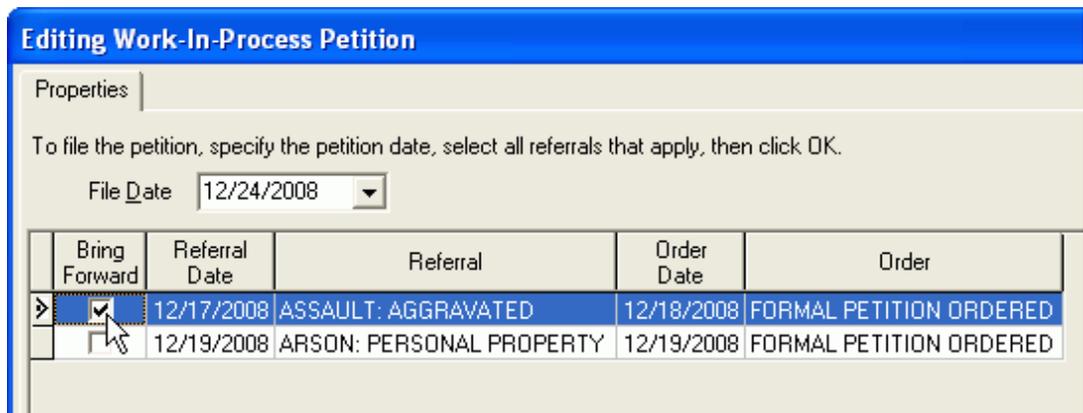
- [Edit](#) the petition.
- [Add documents](#) to the petition.
- [Scan documents](#) to the petition.
- [File](#) this petition and record an entry on the General Docket.
- [Delete](#) the petition.
- [Generate](#) the petition.

- ▶ *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.

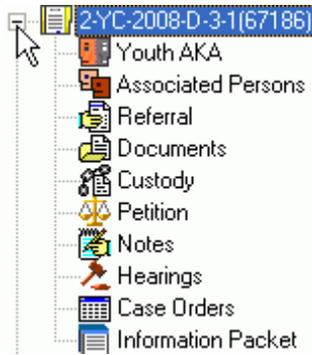
9.3 - Add documents to Petition

- ▶ *Step 1 - Expand the case.*

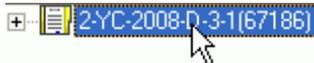
Click on the  next to the case number in the Case Navigation Panel.



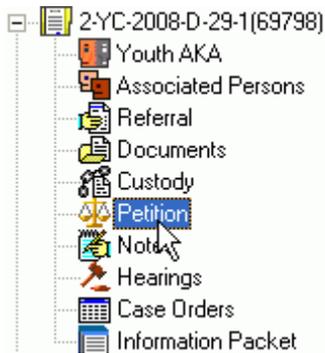
The expanded case will look like the image below.



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

A screenshot showing a single node in a tree view, "2-YC-2008-D-3-1(67186)", which is collapsed. A mouse cursor is hovering over the node. To the left of the node is a small icon consisting of a plus sign inside a square, indicating it can be expanded.

► *Step 2 - Click on Petition node.*



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

1-0 Application Overview and Navigation

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.

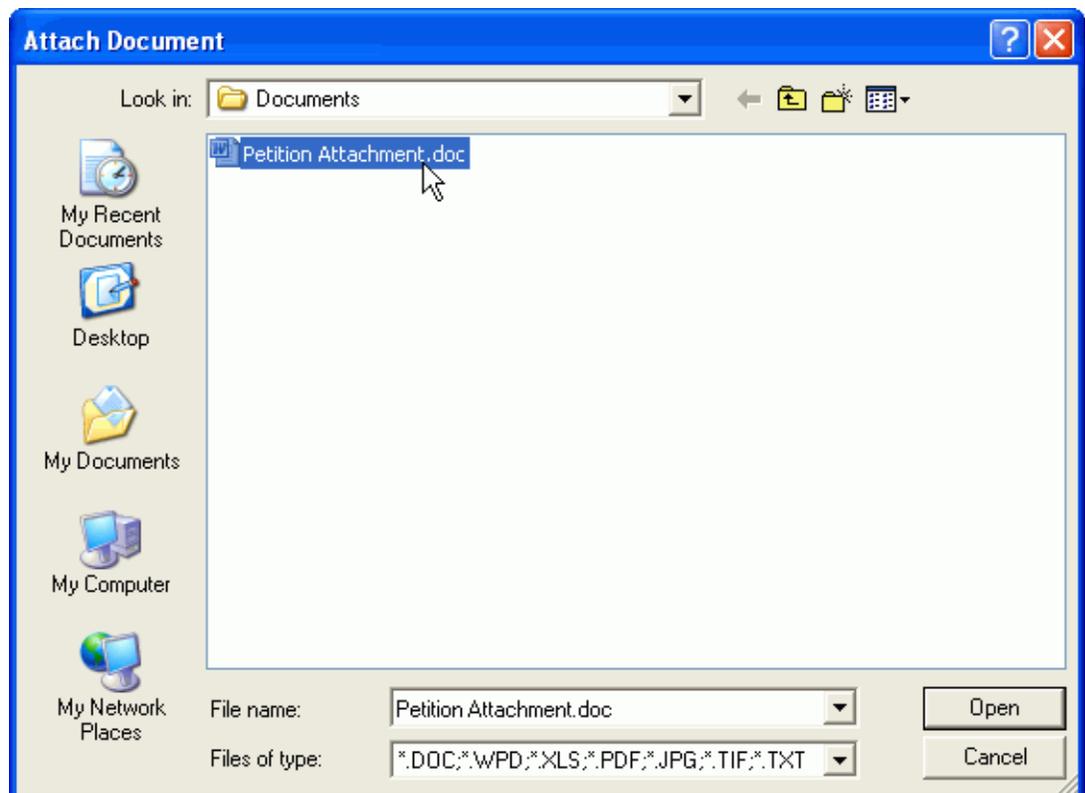
[Scan documents](#) to the petition.

[File](#) this petition and record an entry on the General Docket.

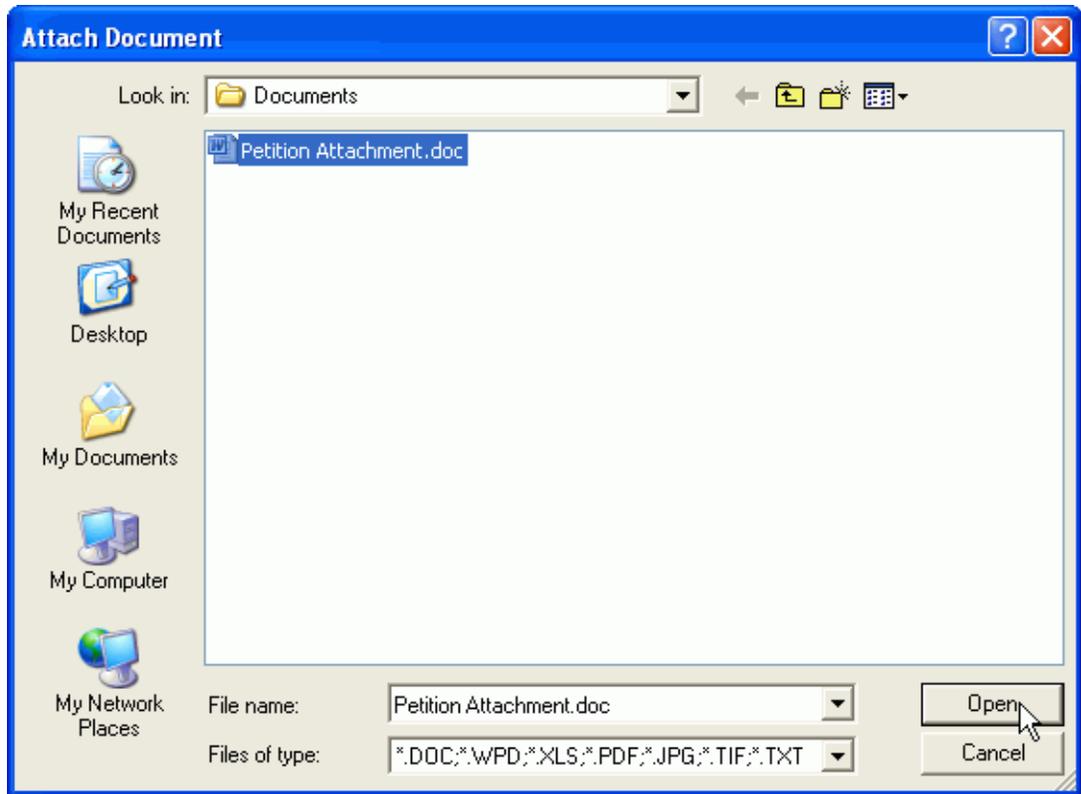
[Delete](#) the petition.

[Generate](#) the petition.

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

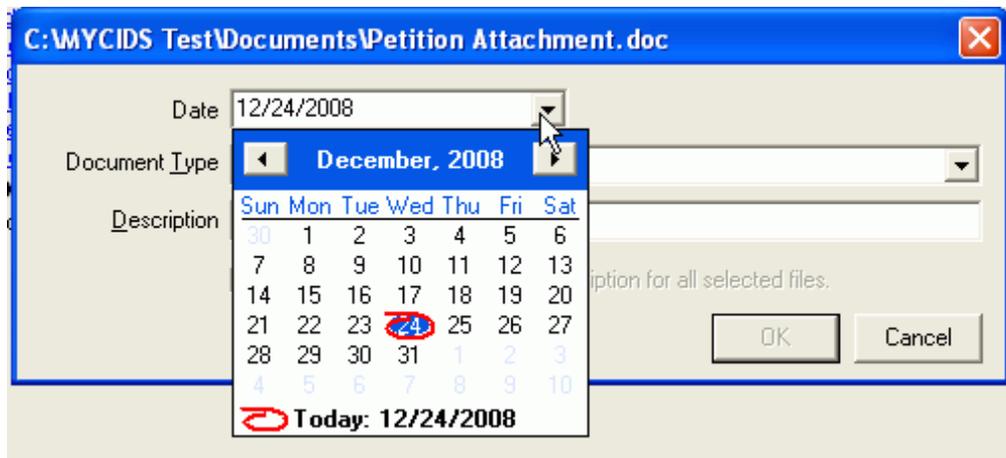


- ▶ *Step 5 - Click Open.*

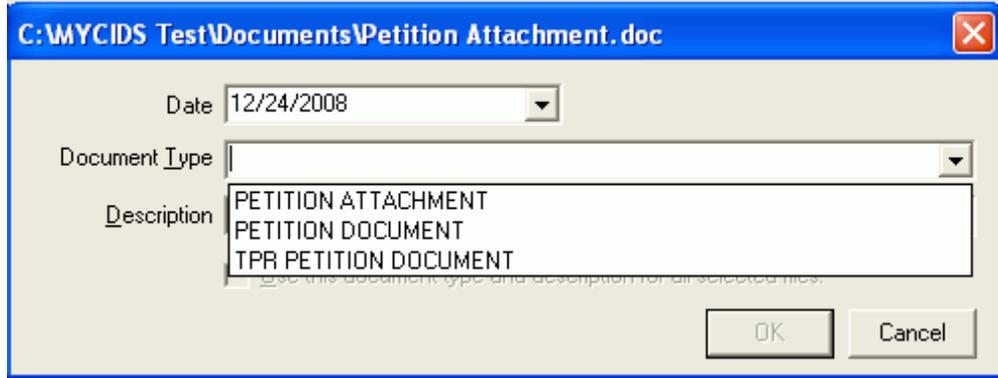


► *Step 6 - Enter document information.*

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

- ▶ *Step 1 - Expand the case.*

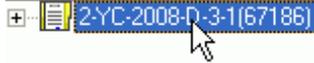
Click on the  next to the case number in the Case Navigation Panel.



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 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](#).

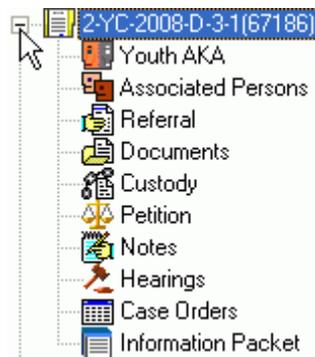
9.5 - File and record petition on the General Docket

► *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

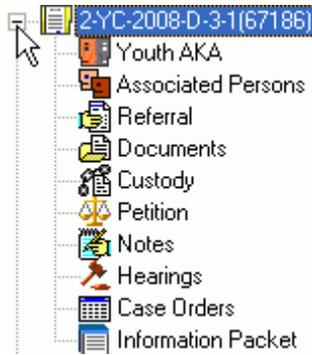
9.6 - Delete Petition

► *Step 1 - Expand the case.*

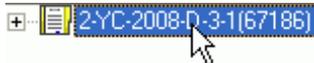
Click on the  next to the case number in the Case Navigation Panel.



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.*

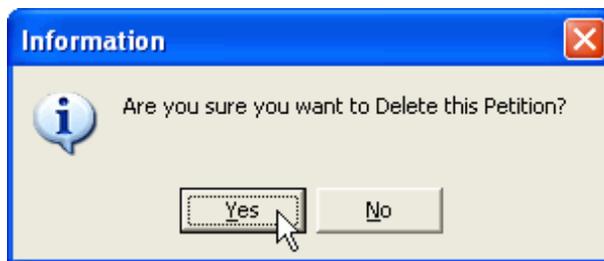
NOTE: This petition is considered work-in-process since it has not been filed. [File this p](#)

	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.
[Generate](#) the petition.

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



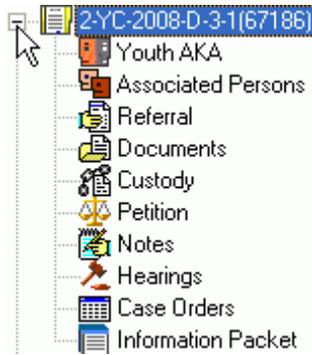
9.7 - Generate Petition

- ▶ *Step 1 - Expand the case.*

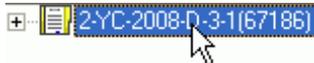
Click on the  next to the case number in the Case Navigation Panel.



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

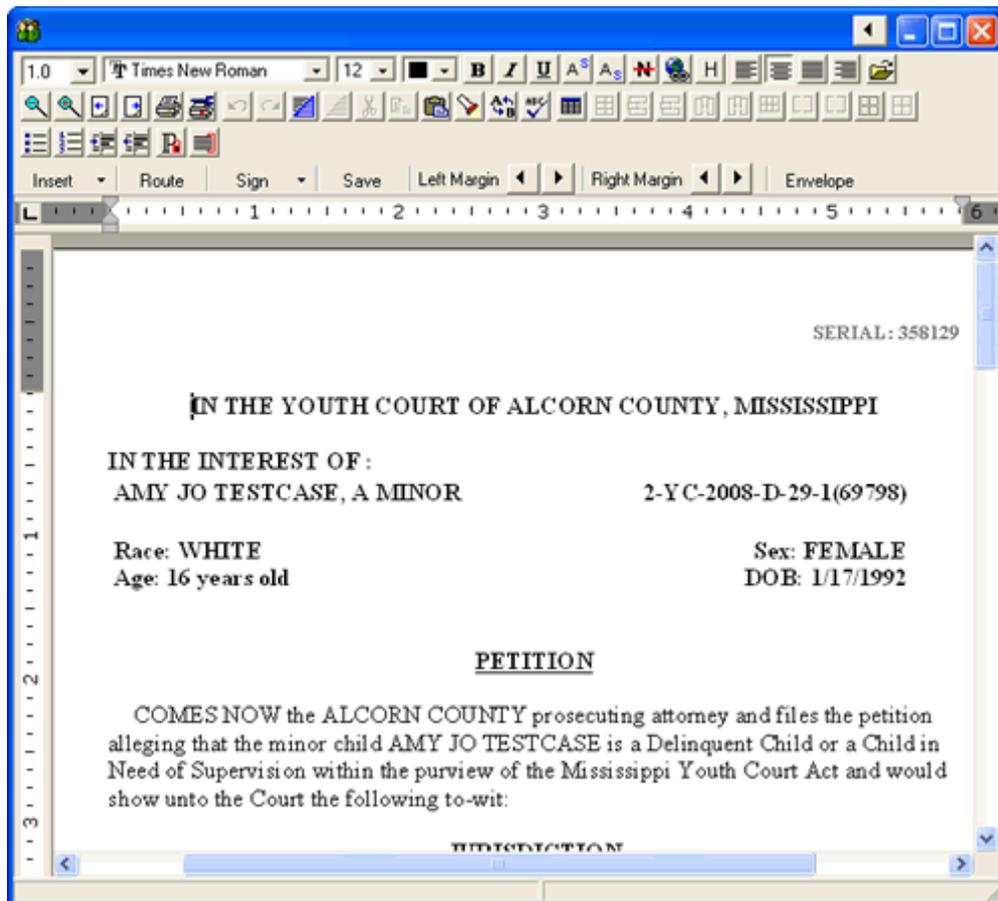
[Edit](#) the petition to add the new referrals.

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 !

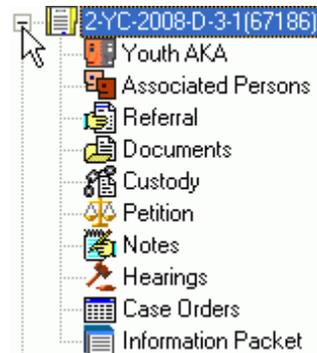
This process should be used to amend the petition before the Adjudication Hearing has taken place.

► *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
!

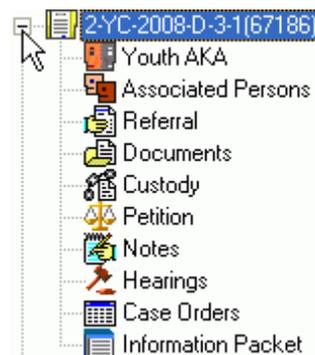
- *This process should be used to amend the petition at the Adjudication Hearing.*
- *The petition can only be amended if no court actions have been entered at the Adjudication Hearing..*

▶ **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.*

1-0 Application Overview and Navigation

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.*

ADJUDICATION (07/16/2010 09:00 AM) - 80-YC-2010-D-1-1 (77425) BRANDON TEST

Open Hearings | Copy/Continue Hearing

General | Summons/Notices | Attendees | **Response** | **Court Action** | Aggravated Circumstances | Documents

Reference # 119481 | Originating District 88

Type ADJUDICATION | Adjudication (FEH)

Other

Date 07/16/2010 09:00 AM |

Presiding TESTER A JUDGE

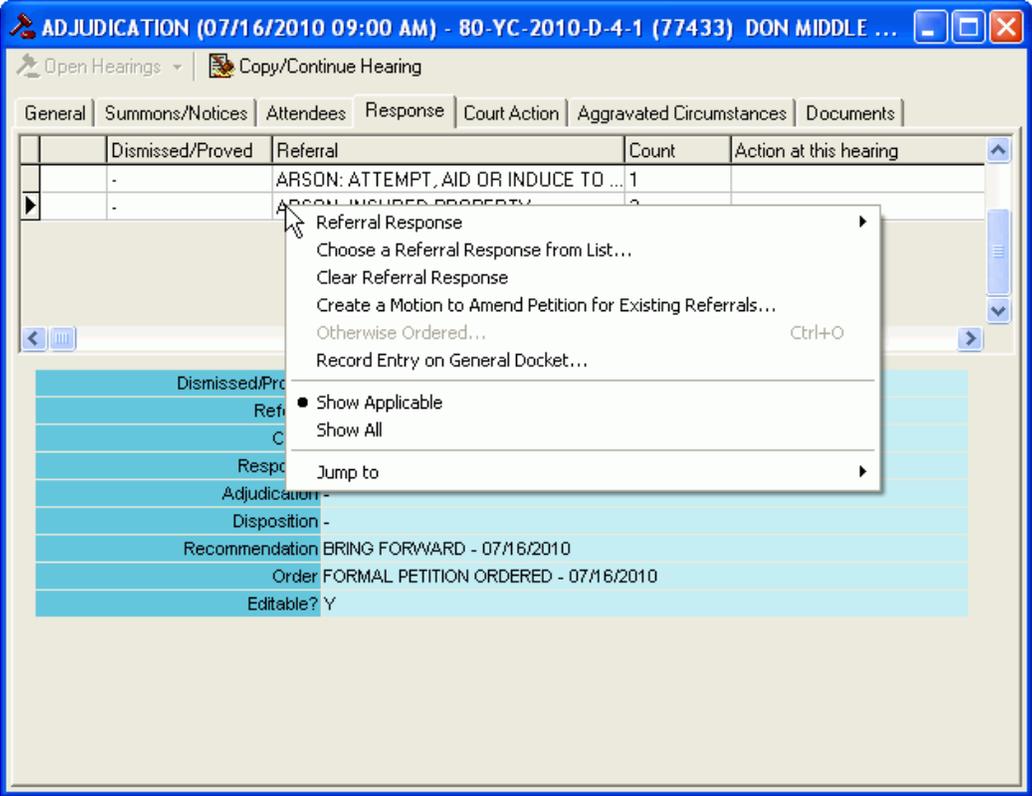
Presiding Type REFEREE

Cases addressed by this hearing

- 80-YC-2010-D-1-1 (77425) BRANDON TEST

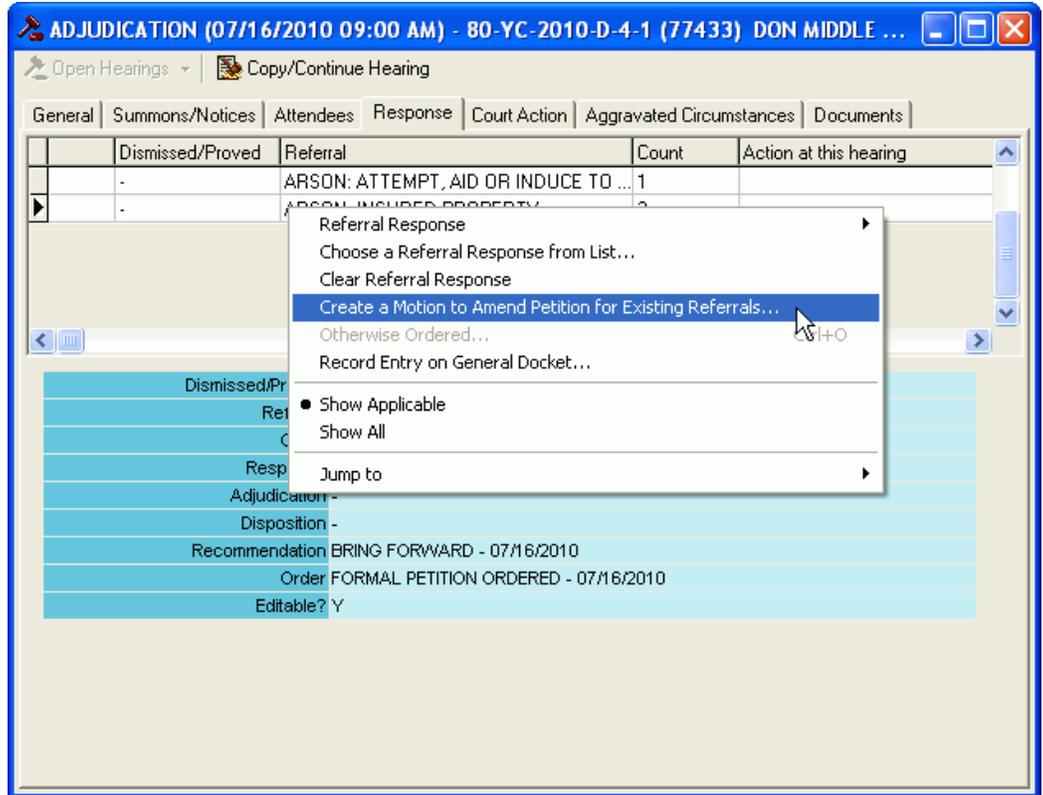
Add | Remove

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

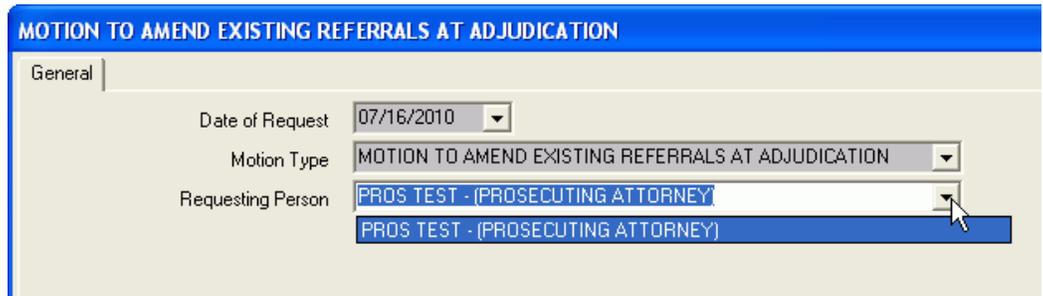


- ▶ *Step 7 - From the menu that appears, click on "Create a Motion to Amend the Petition for Existing Referrals".*

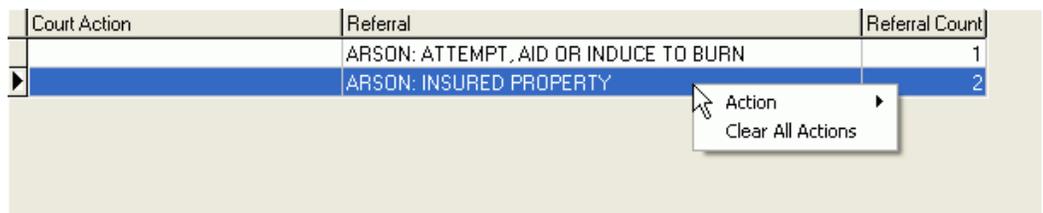
1-0 Application Overview and Navigation



- ▶ *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

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.

- ▶ *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.

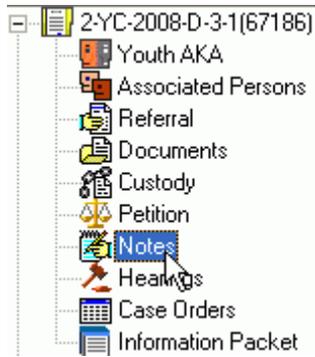




The case can also be collapsed / expanded by double-clicking the case.



- ▶ *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.

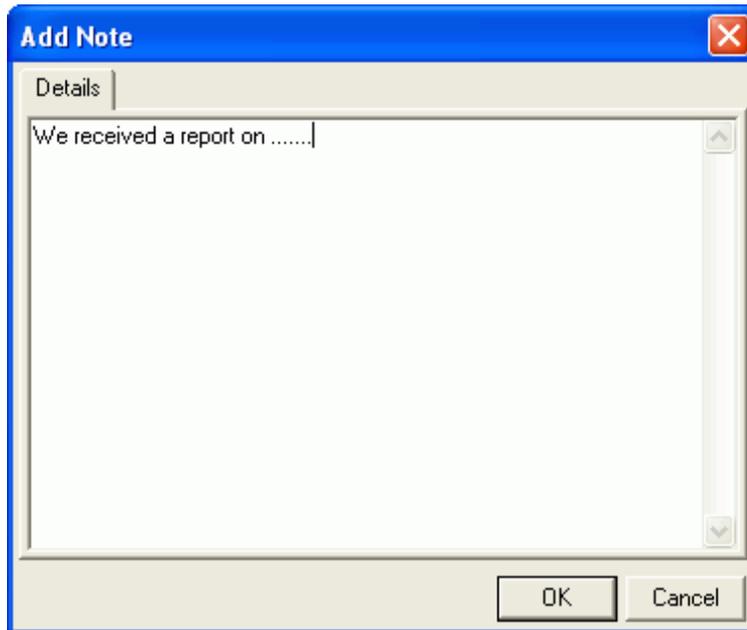
- ▶ *Step 4 - Type note text.*

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

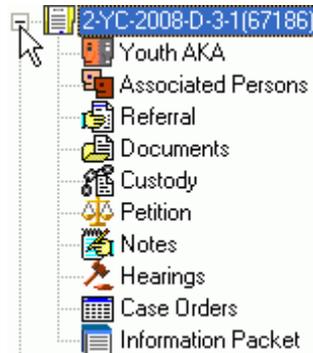
Type your drop-down text here.

▶ *Step 1 - Expand the case.*

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

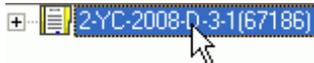


The expanded case will look like the image below.





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.

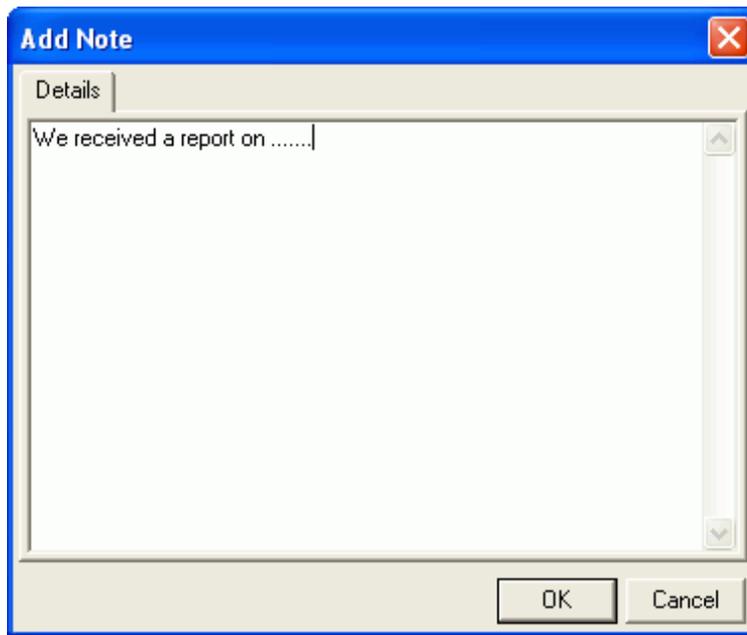
ACTIONS

[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

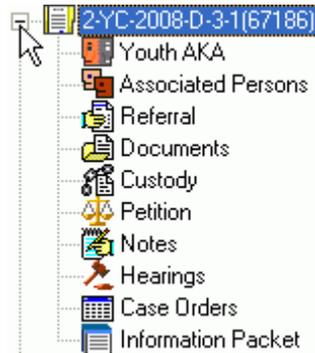
Type your drop-down text here.

- ▶ *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.

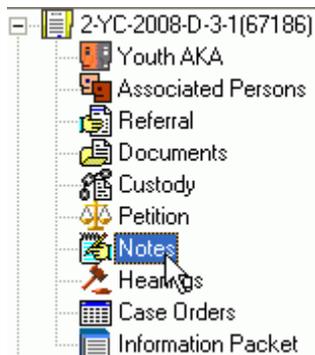




The case can also be collapsed / expanded by double-clicking the case.



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



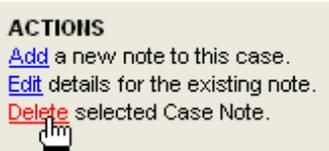
▶ *Step 3 - Select the Note from the Notes list.*

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.



▶ *Step 5 - Confirm Deletion.*

Click Yes to confirm deletion of the Case note.

Click No to cancel.



10.4 - View Note Details

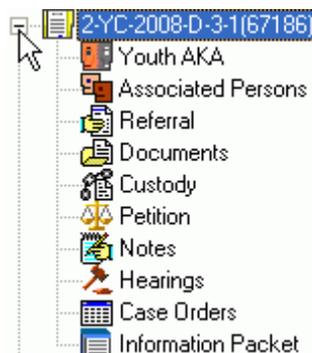
Type your drop-down text here.

▶ *Step 1 - Expand the case.*

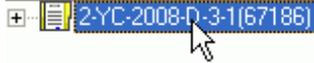
Click on the + next to the case number in the Case Navigation Panel.



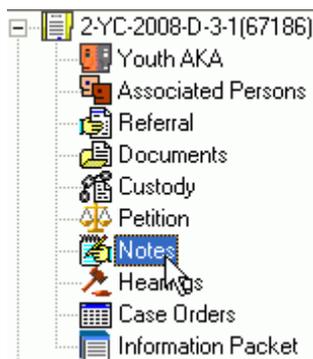
The expanded case will look like the image below.



 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

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

- ▶ *Step 1 - Expand the case.*

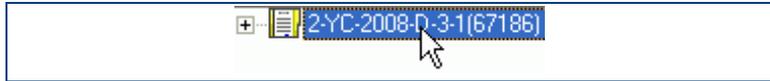
Click on the  next to the case number in the Case Navigation Panel.



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.

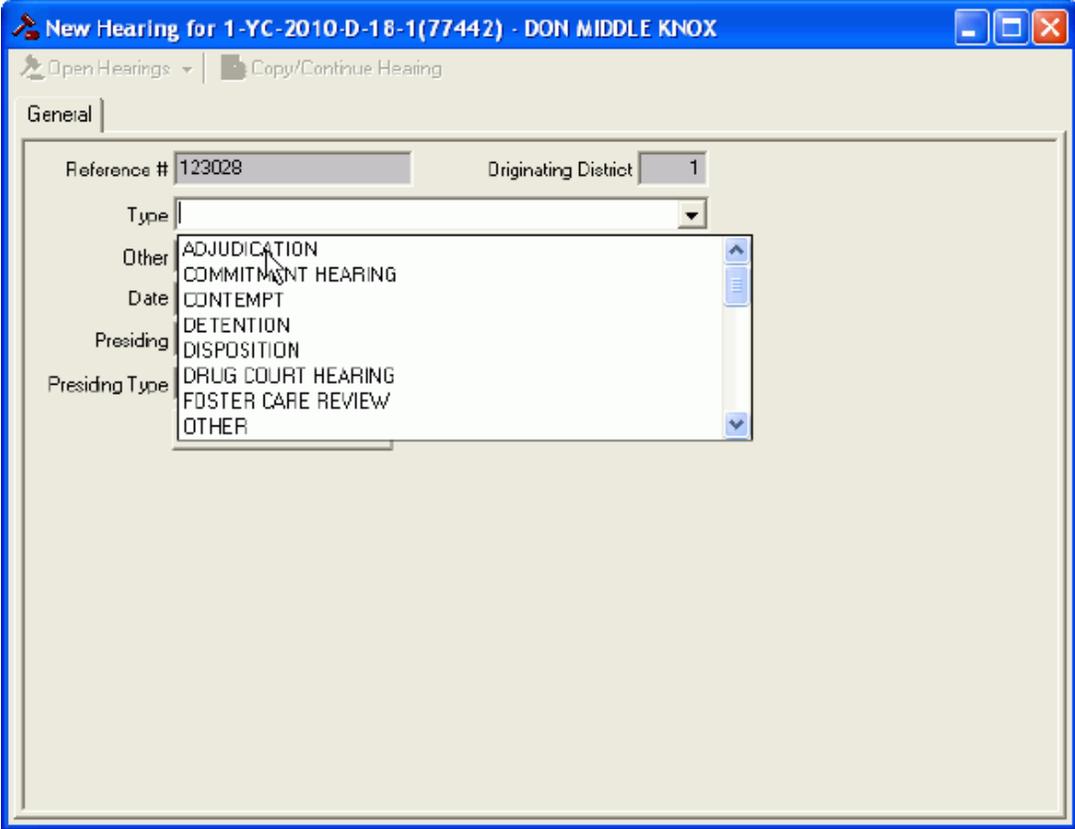
If hearings have been added, click Add from the actions list.

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 labeled "General" and contains several input fields: "Reference #" with the value "123028", "Originating District" with the value "1", "Type" with a dropdown menu showing "ADJUDICATION" and a checkbox for "Adjudication (FEH)", "Other" with an empty text box, "Date" with a dropdown menu showing "08/15/2010 09:00 AM" and a calendar icon, "Presiding" with a dropdown menu, and "Presiding Type" with a dropdown menu. At the bottom of the form is a button labeled "Save and Proceed".

► *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.

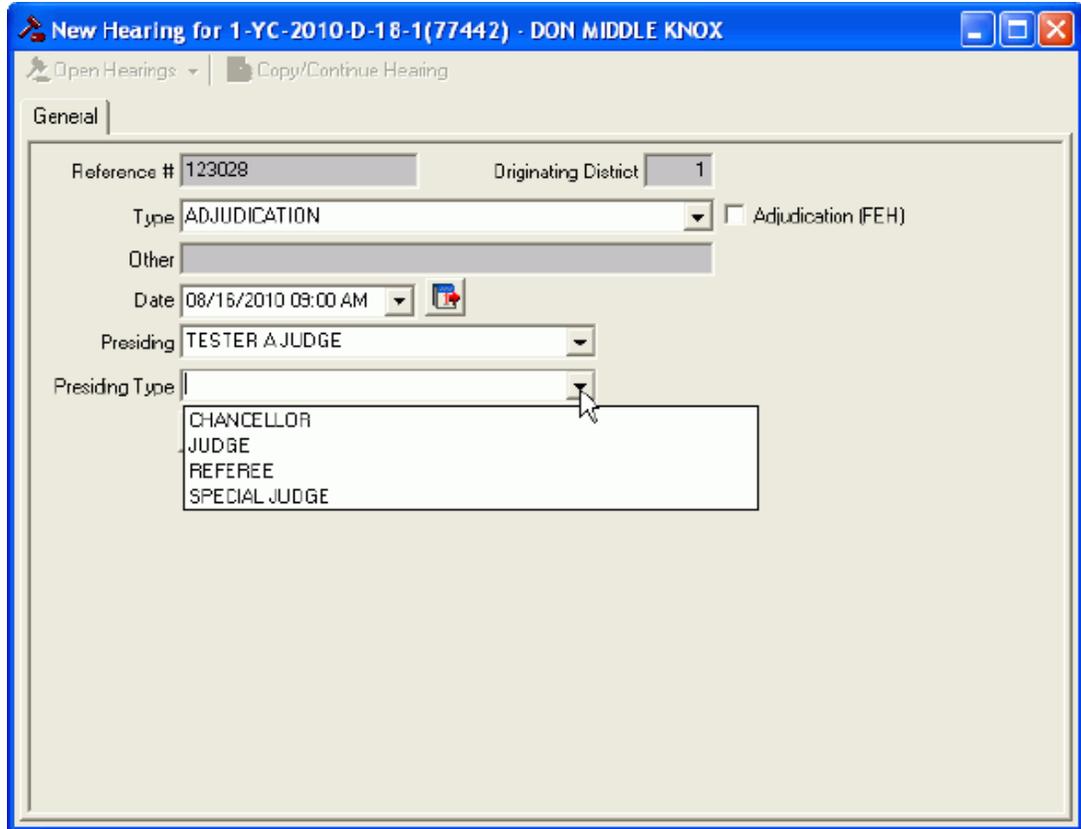
► *Step 7 - Select Presiding Type in Presiding Type field.*

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

Click Save and Proceed.

Note !

See Presiding Type descriptions below.



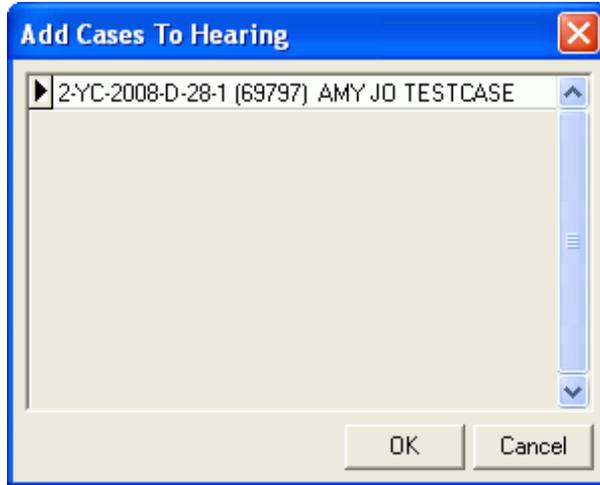
► *Step 8 - Add cases addressed in this hearing.*

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.

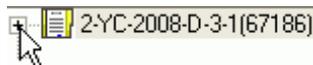
The hearing editor will now address both case together. Duplicate hearing editors appear in both cases but need only to be addressed in one.

11.2 - Edit a Hearing

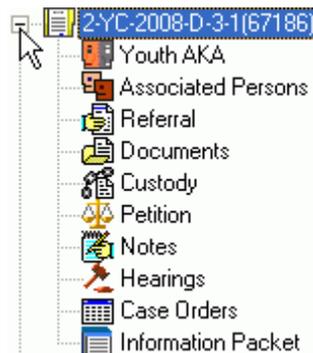
Type your drop-down text here.

► *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.*

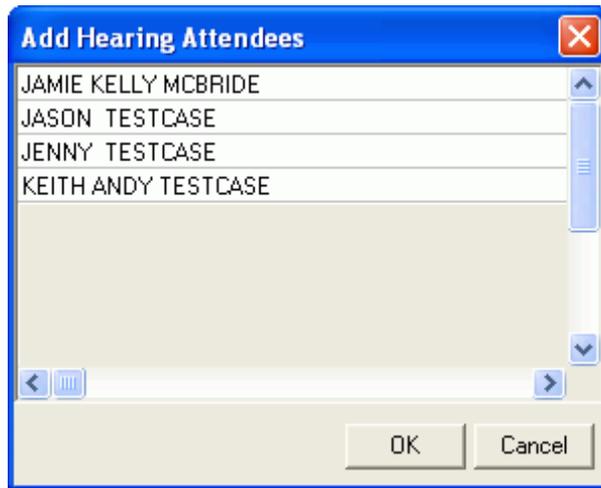
- ▶ Summons/Notices (See section 12.0 - Summons)
- ▶ *Attendees*

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.

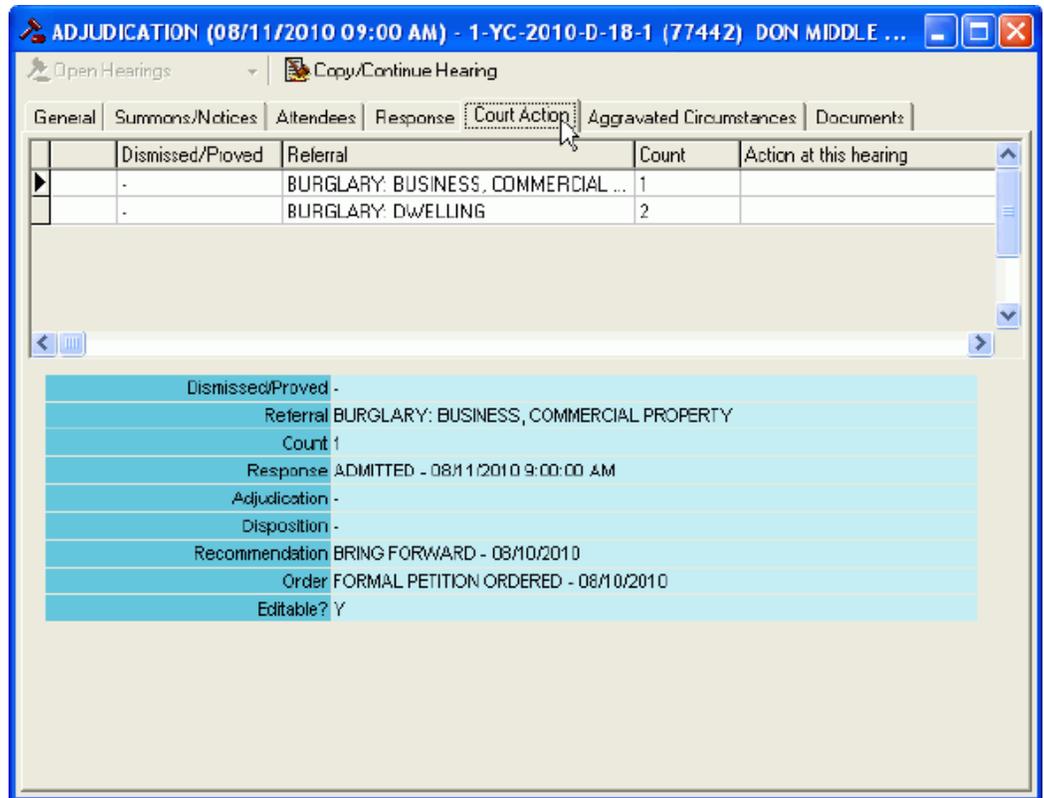


Click OK.

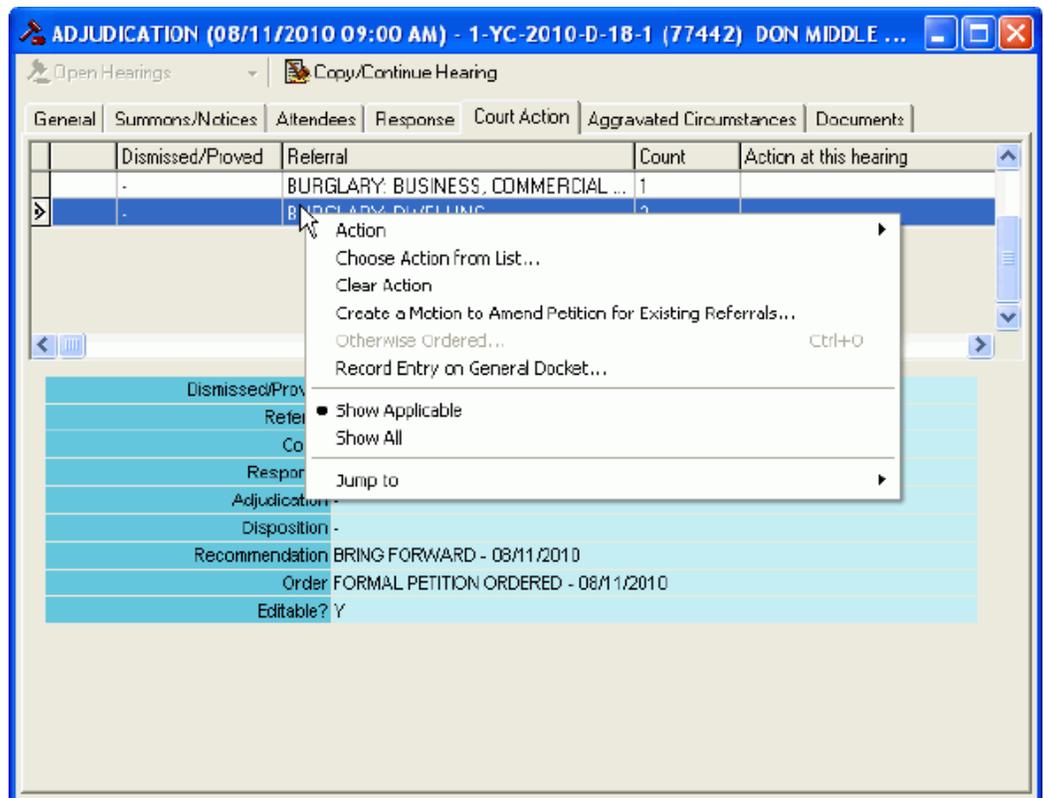
- ▶ Continuance
- ▶ *Court Action*

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

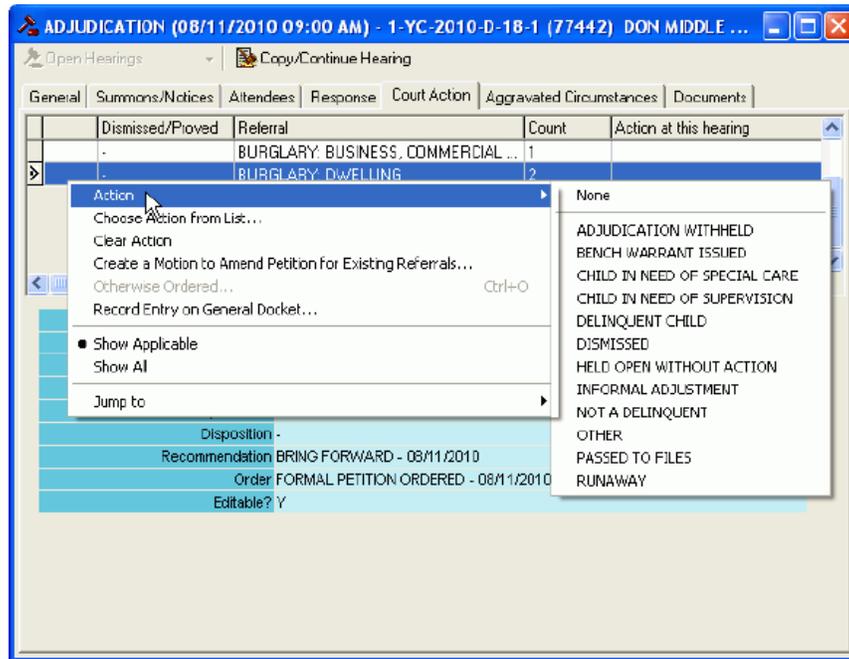
1-0 Application Overview and Navigation



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

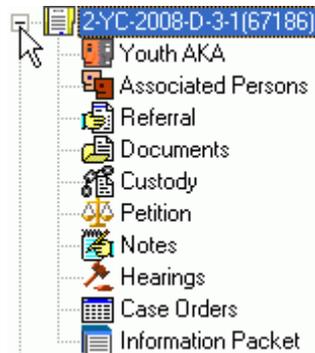
Type your drop-down text here.

► *Step 1 - Expand the case.*

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

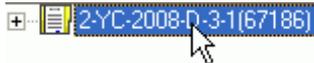


The expanded case will look like the image below.





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.

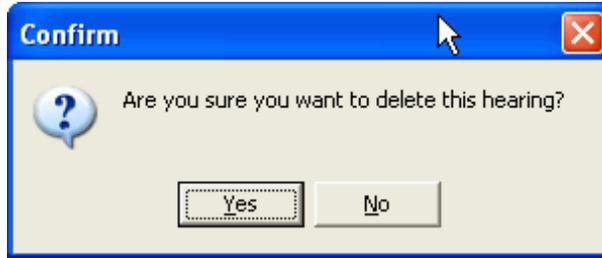
[Generate](#) Valid Court Order.

[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

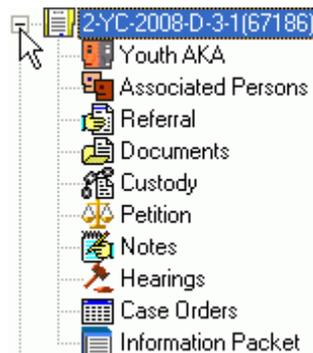
Type your drop-down text here.

► *Step 1 - Expand the case.*

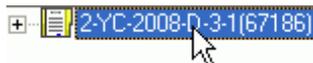
Click on the  next to the case number in the Case Navigation Panel.



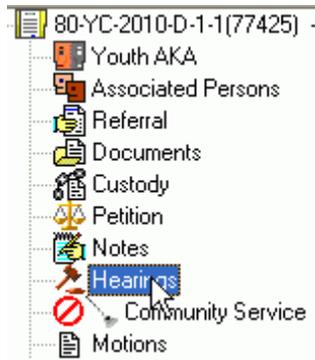
The expanded case will look like the image below.



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

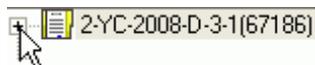
- [Add](#) a new hearing to this case.
- [Edit](#) this hearing.
- [Delete](#) this hearing.
- [Record](#) this hearing and all associated items to the General Docket.
- [Generate](#) Order.
- [Generate](#) Valid Court Order.
- [Generate](#) Valid Court Order Acknowledgement.

11.5 - Generate a Hearing Order

Type your drop-down text here.

▶ *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.

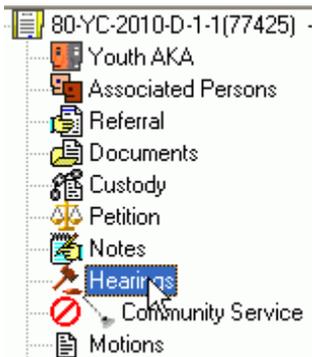




The case can also be collapsed / expanded by double-clicking the case.



▶ *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

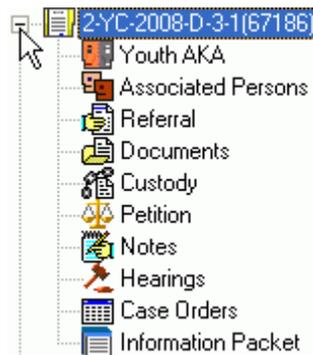
Type your drop-down text here.

► *Step 1 - Expand the case.*

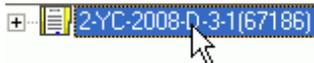
Click on the + next to the case number in the Case Navigation Panel.



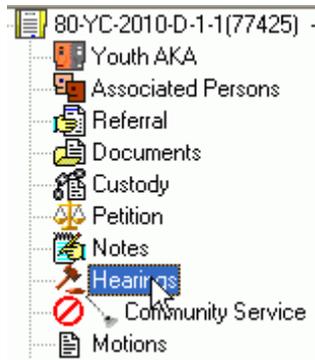
The expanded case will look like the image below.



 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

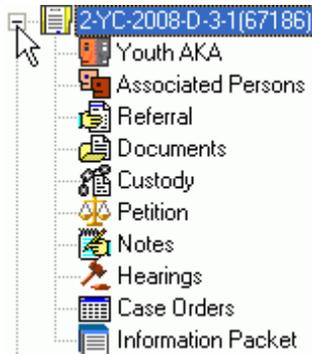
Type your drop-down text here.

▶ *Step 1 - Expand the case.*

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

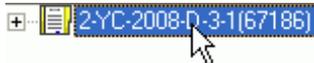


The expanded case will look like the image below.

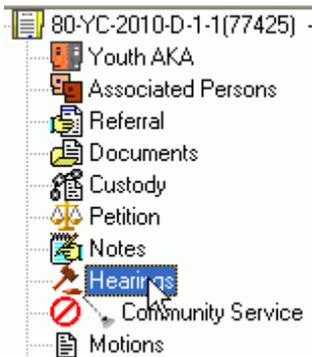




The case can also be collapsed / expanded by double-clicking the case.



▶ *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

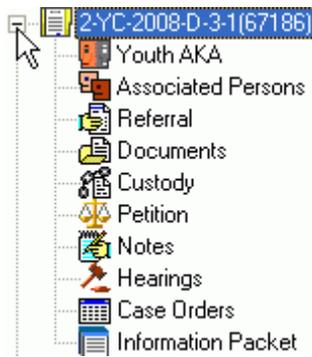
The new adjudication process will eliminate the need to create a first call hearing. Responses may now be indicated in the adjudication hearing under the Response tab.

► *Step 1 - Expand the case.*

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

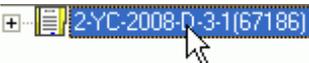


The expanded case will look like the image below.

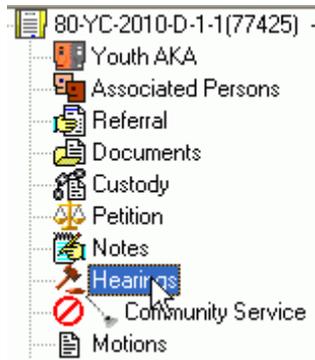




The case can also be collapsed / expanded by double-clicking the case.



► *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.

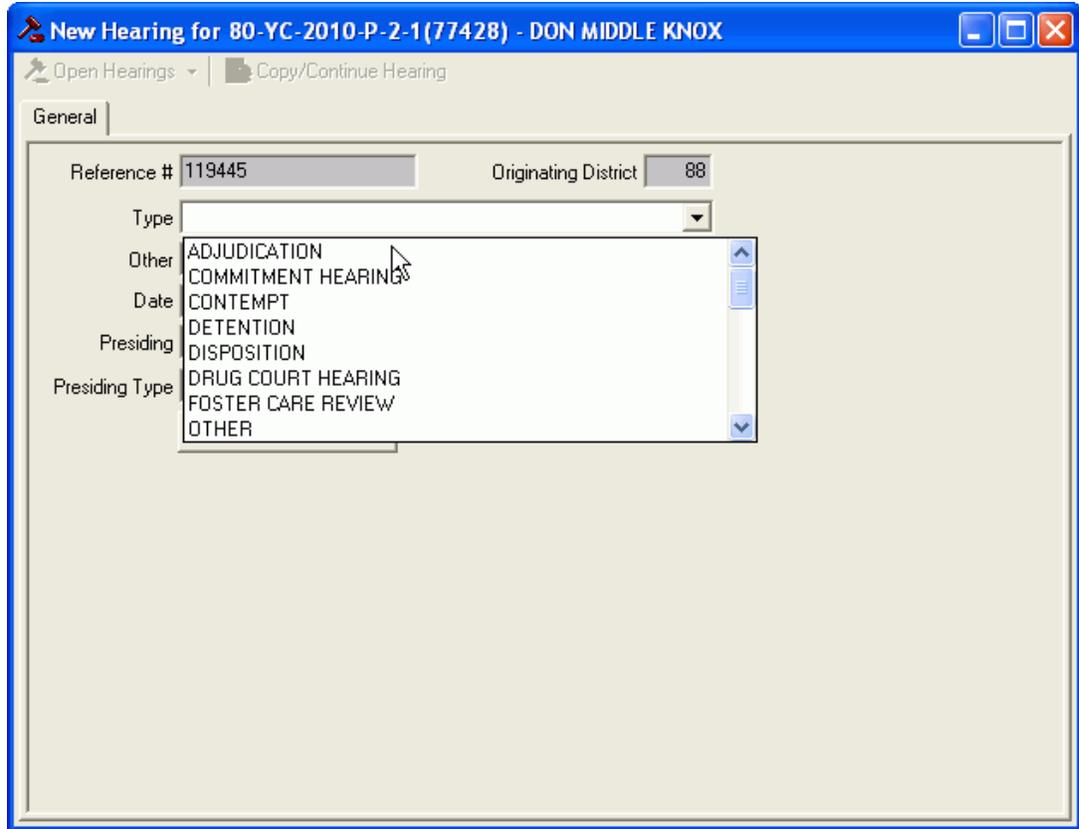
If hearings have been added, click Add from the actions list.

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.

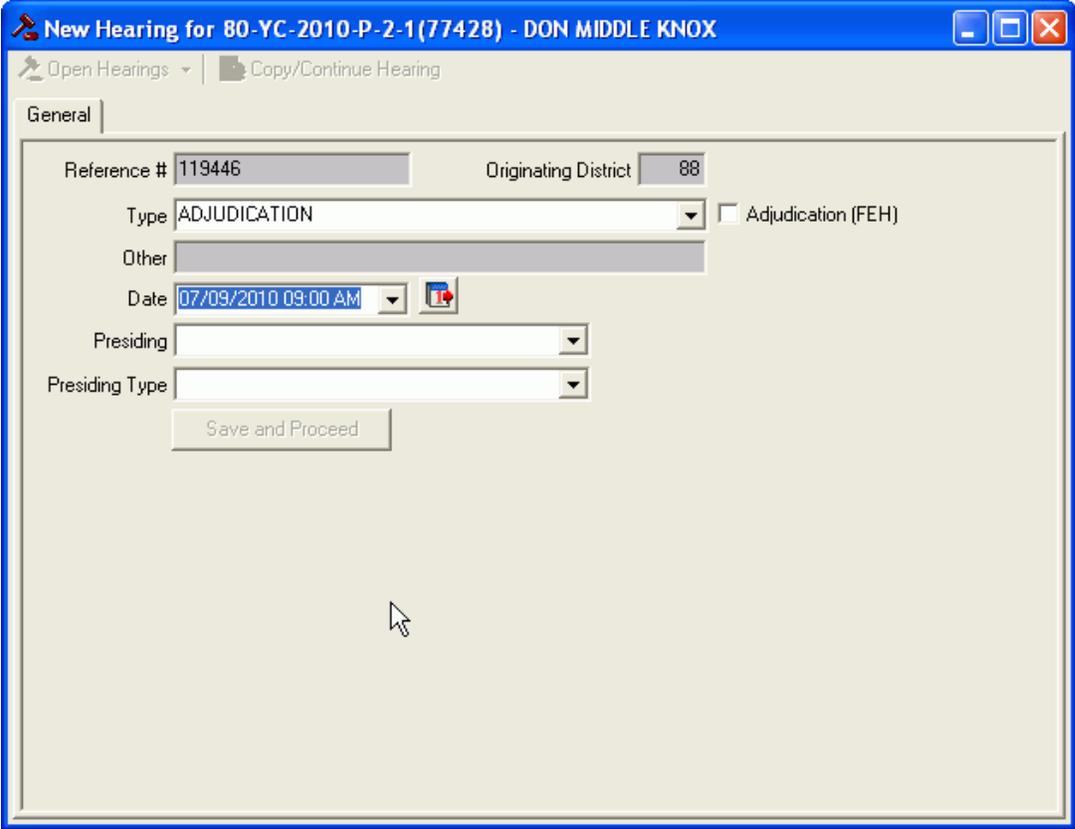
► *Step 4 - Select Adjudication in the hearing Type field.*

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.



► *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.

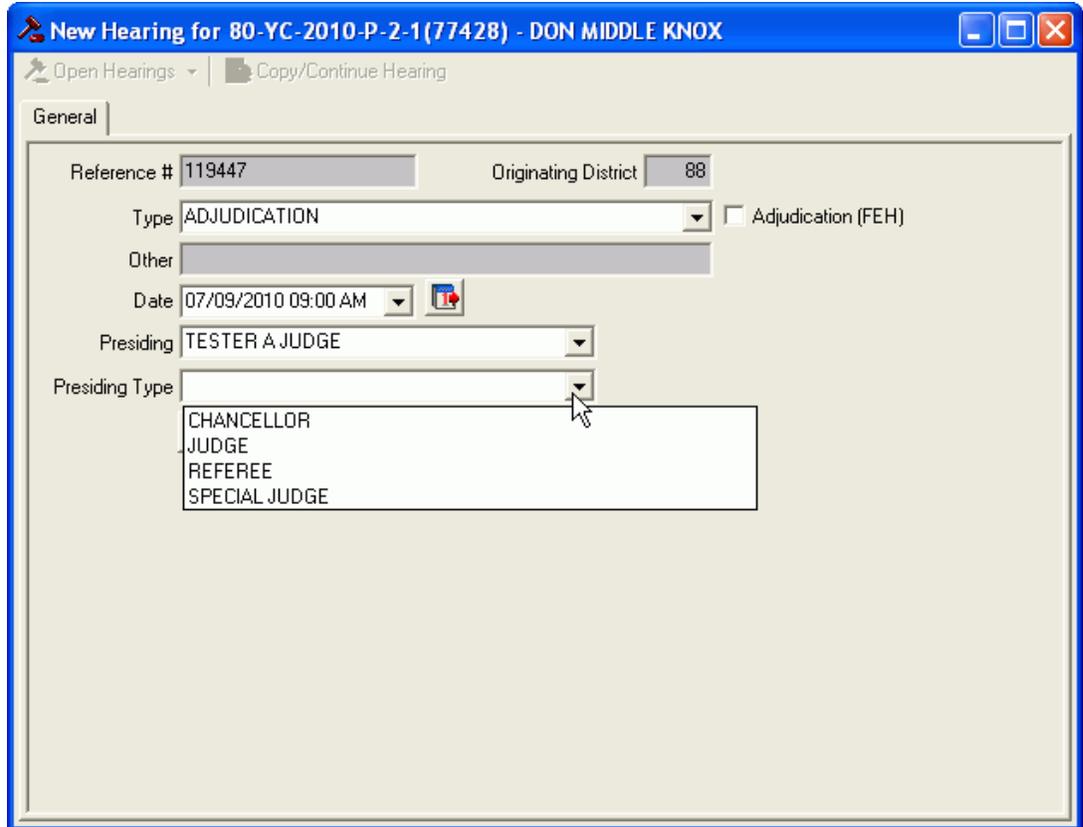
	<p>If no Judges appear in the drop-down list, close the hearing editor, return to the Associated Person node and add the Judge.</p>
---	---

► *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.



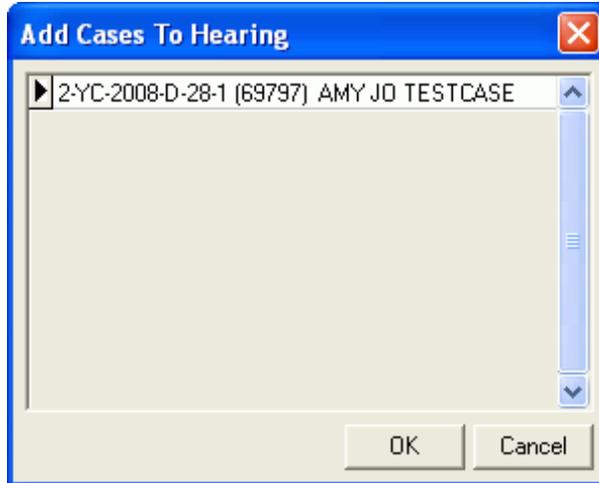
► *Step 8 - Add cases addressed in this hearing.*

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.*

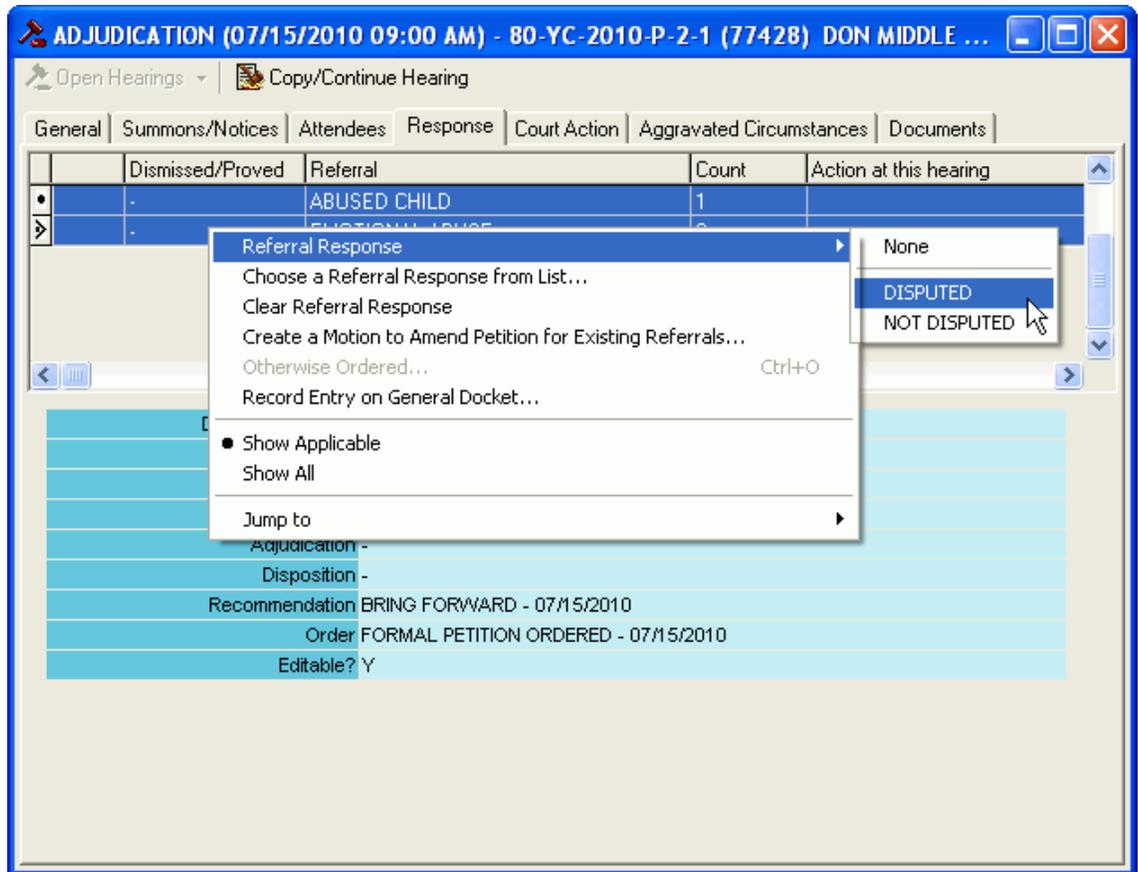
In the Adjudication window, click the Response tab.



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

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](#)

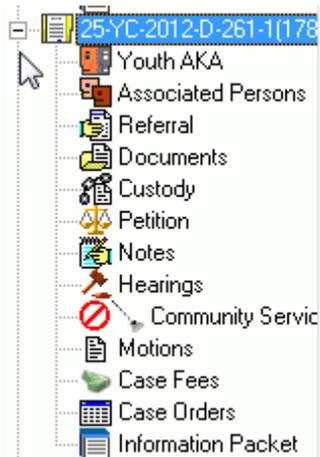
12.1 - Add Persons to Summons

- ▶ *Step 1 - Expand the case.*

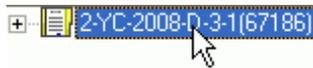
Click on the  next to the case number in the Case Navigation Panel.



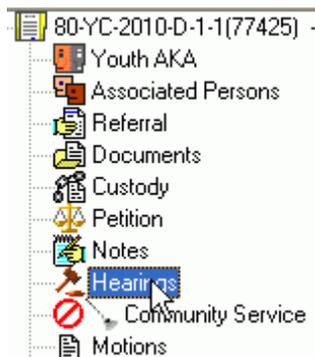
The expanded case will look like the image below.



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

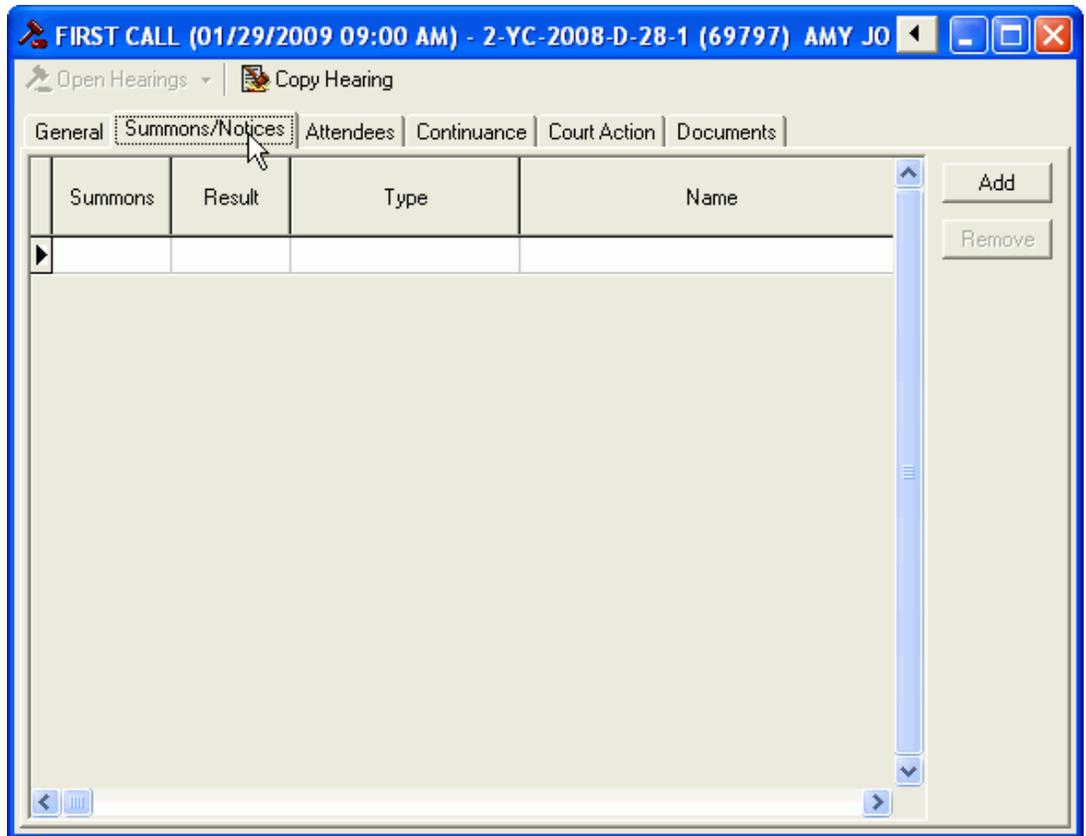
▶ *Step 4 - From list of actions, click on Edit this hearing.*

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

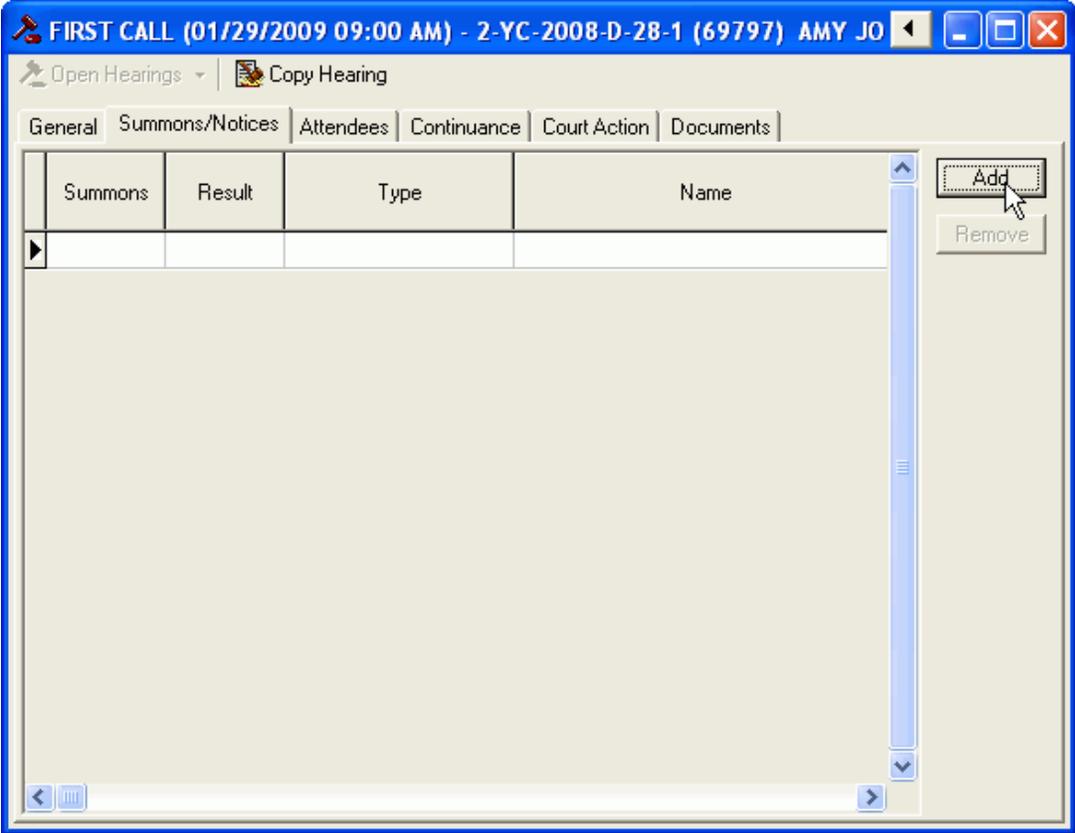
Show Hearing Details

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

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

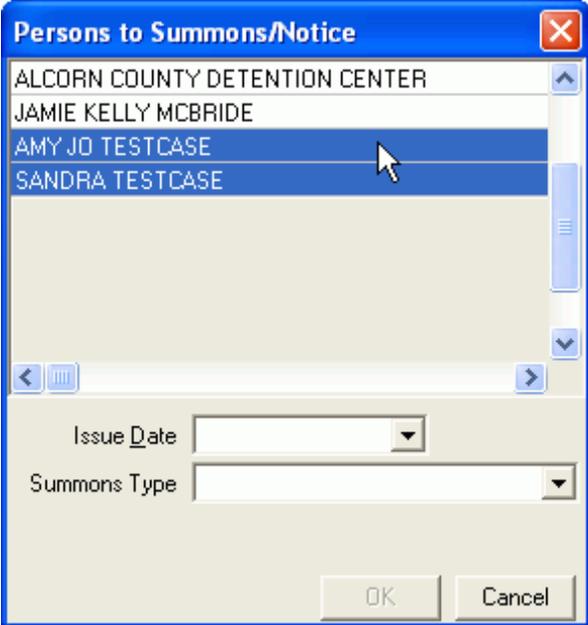


► *Step 6 - Click the add button.*



► *Step 7 - Enter Summons Information.*

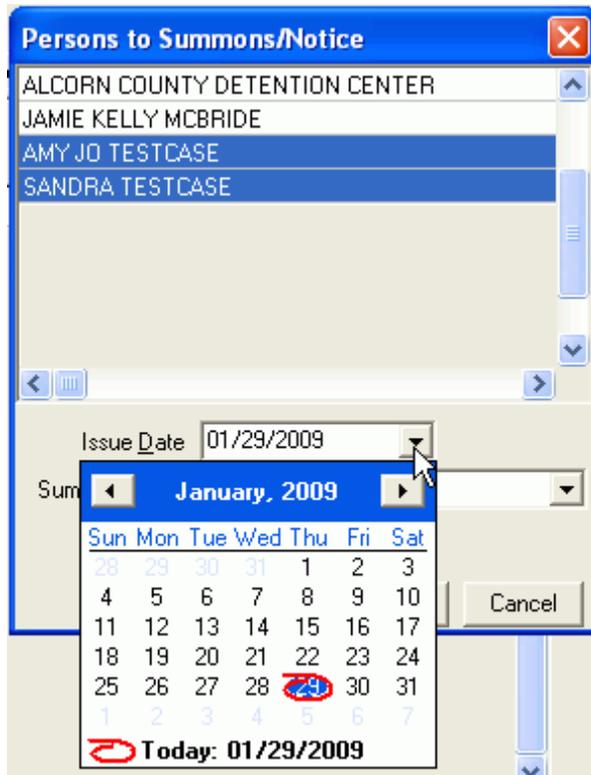
- 1. Choose person(s) to summons.



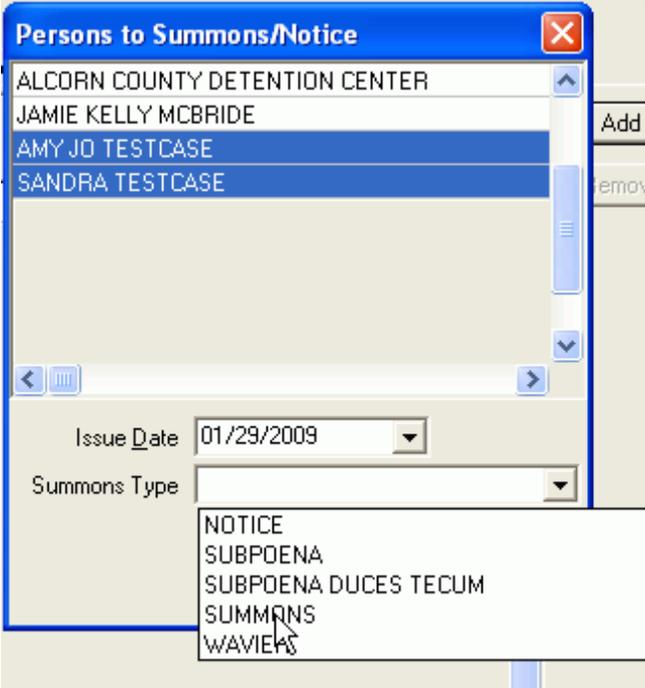


Hold the **Ctrl** button down on the keyboard and click persons to summons.
This will allow multiple selections.

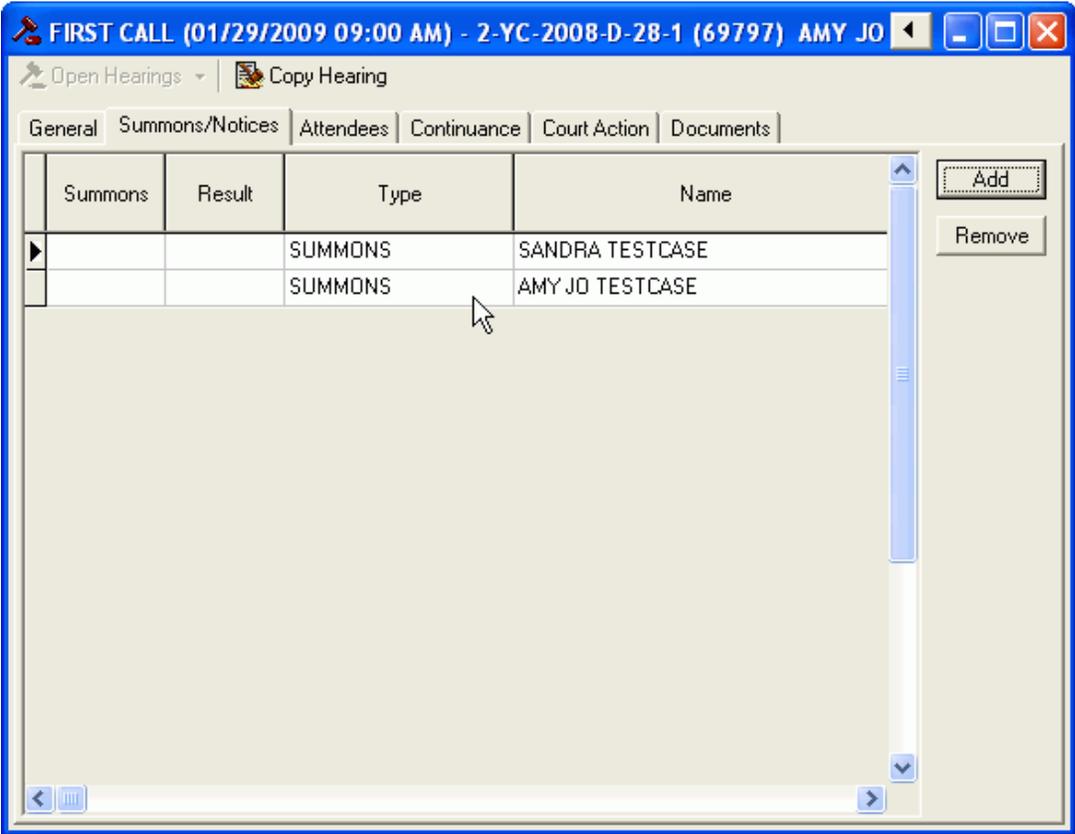
2. Choose Issue Date from the drop down calendar menu.



3. Choose summons type from the drop down menu.



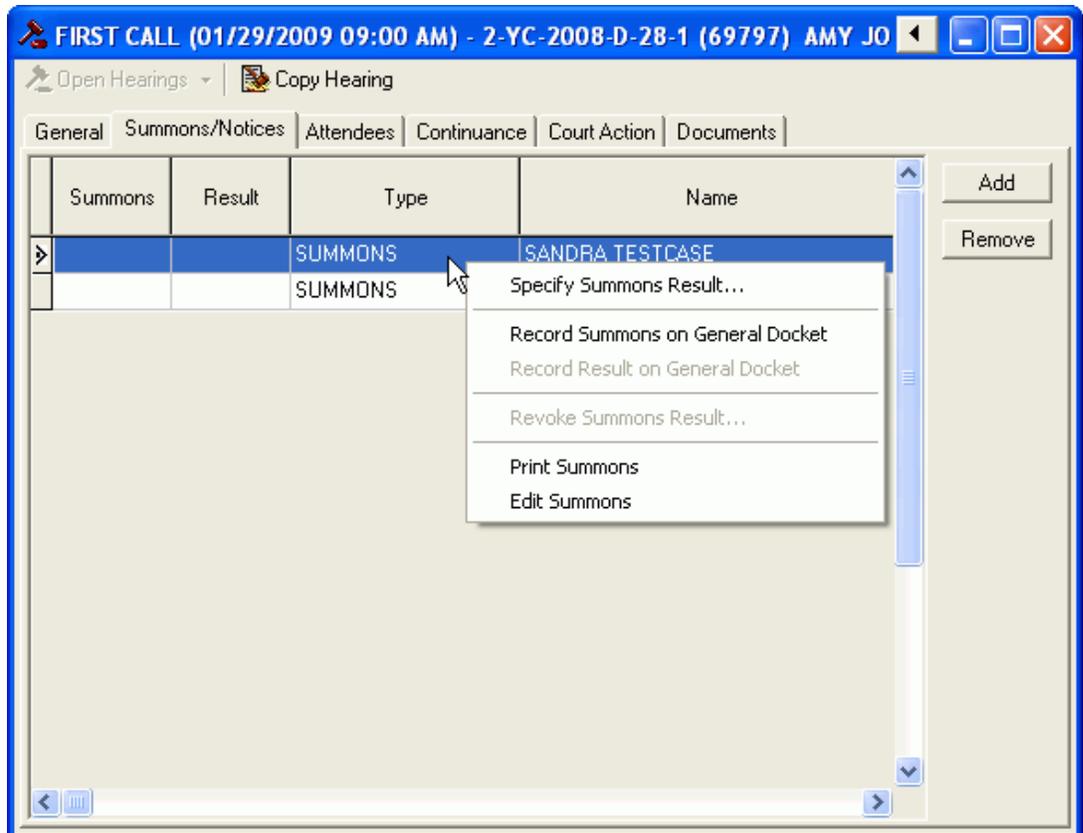
4. The persons chosen will show up in the grid.



12.2 - Generate and Print Summons

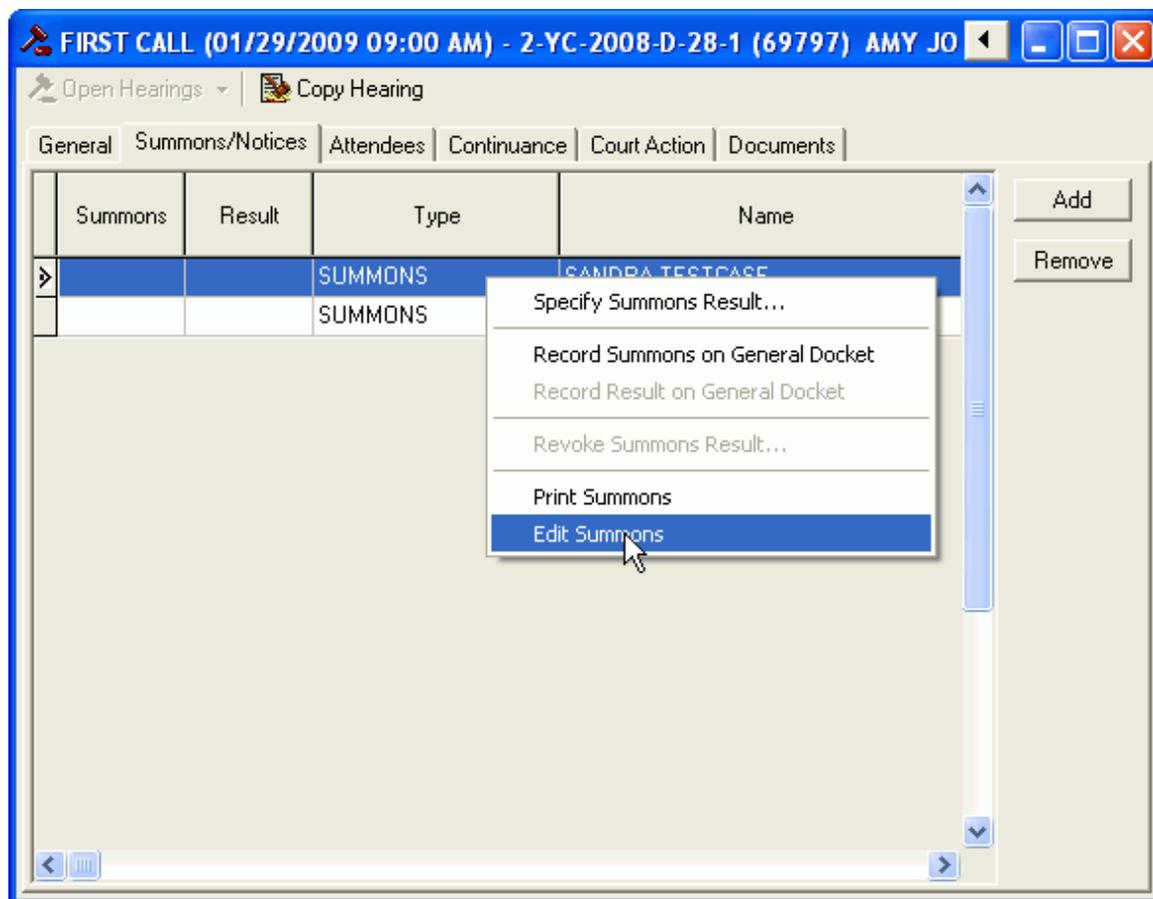
- ▶ Step 1 - Add persons to Summons (See Section 12.1 - Add persons to Summons)
- ▶ *Step 2 - Right-click on the appropriate from the summons list.*

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

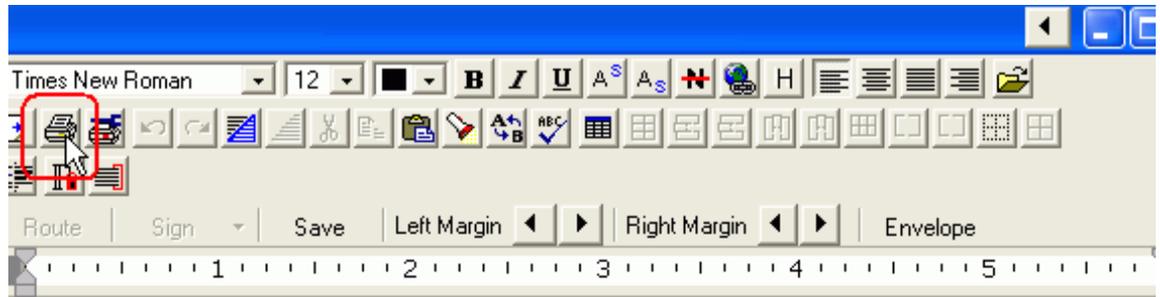


- ▶ *Step 3 - Choose Edit to open the summons to view/edit or choose print to print without viewing.*

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



2. The generated summons will open. Click Print.



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,

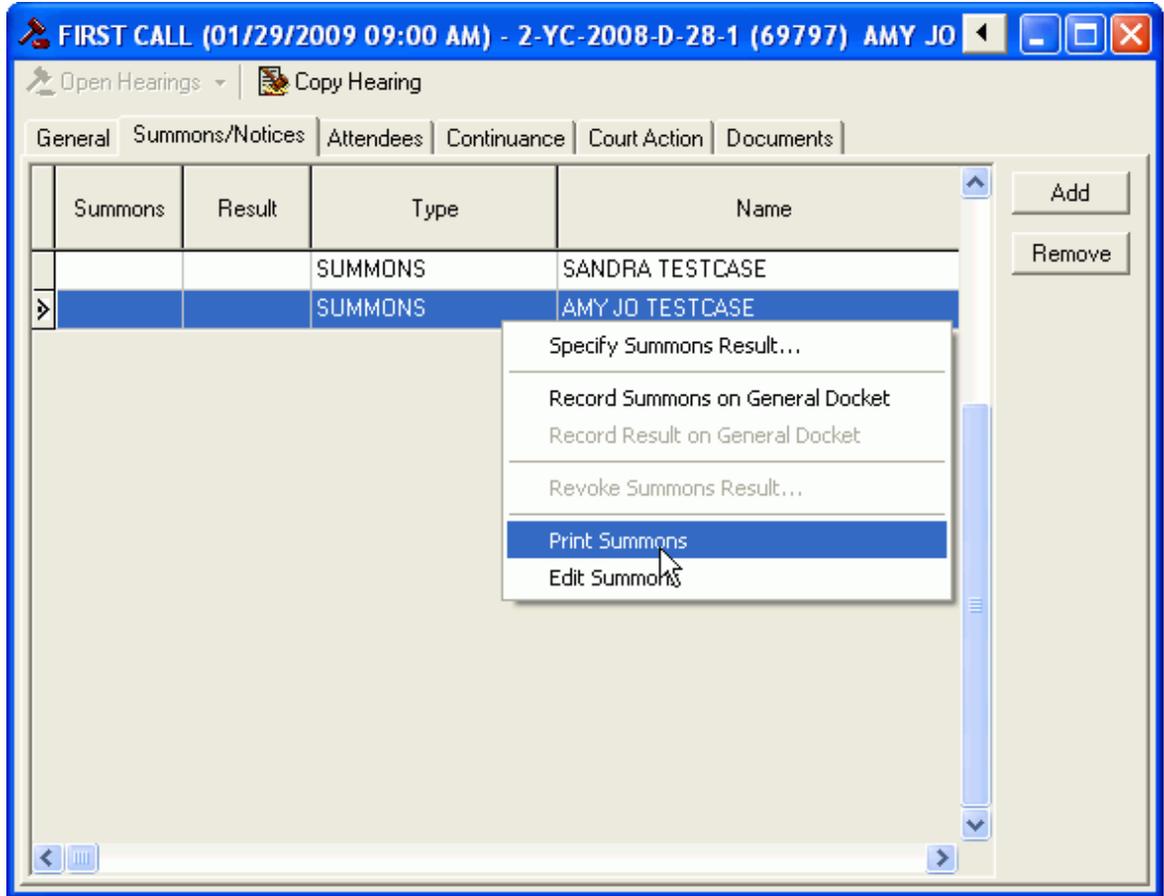
GREETINGS:

You are hereby comm anded to summons to the Youth Court of ALCORN County:



OR

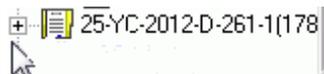
1. Choose Print Summons to print without viewing.



12.3 - Remove Persons to Summons

► *Step 1 - Expand the case.*

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

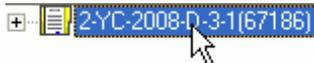


The expanded case will look like the image below.





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.
[Reassign](#) this hearing and all associated items to the General Register.

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

FIRST CALL (01/29/2009 09:00 AM) - 2-YC-2008-D-28-1 (69797) AMY JO

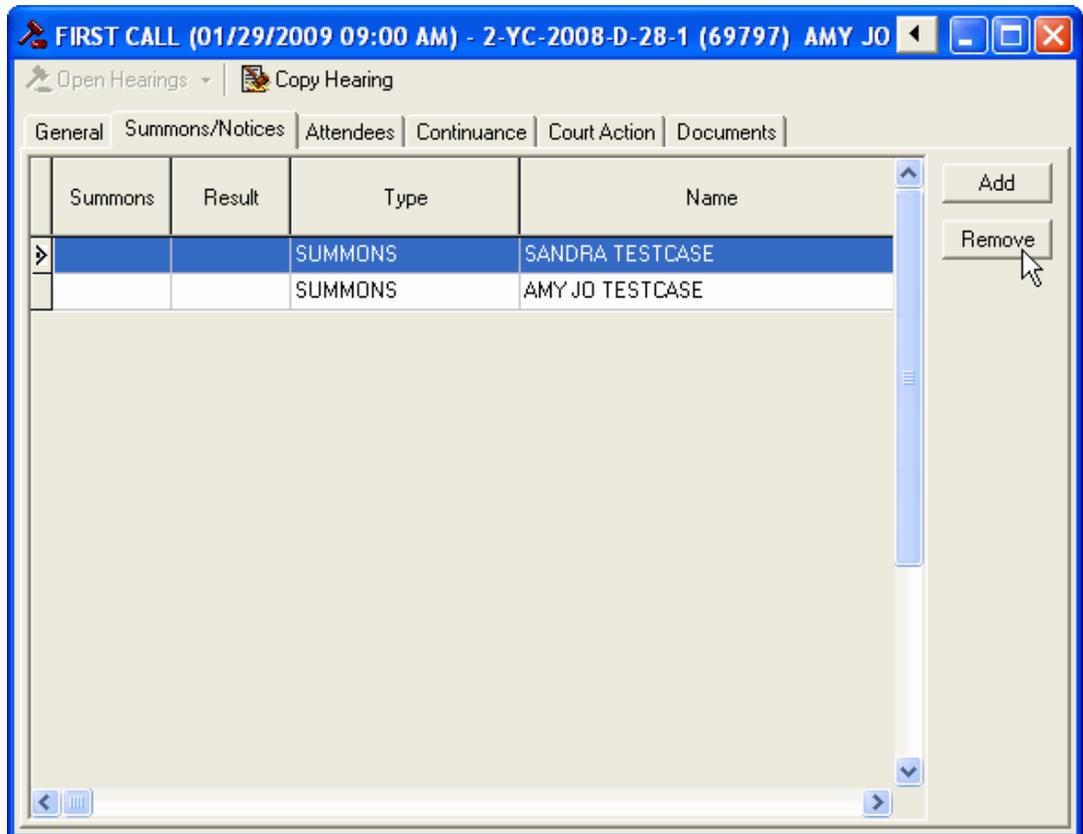
Open Hearings | Copy Hearing

General | **Summons/Notices** | Attendees | Continuance | Court Action | Documents

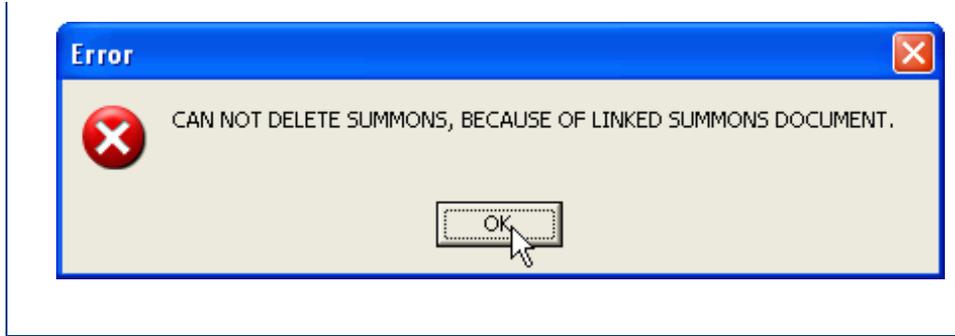
Summons	Result	Type	Name
		SUMMONS	SANDRA TESTCASE
		SUMMONS	AMY JO TESTCASE

Add
Remove

- ▶ *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:

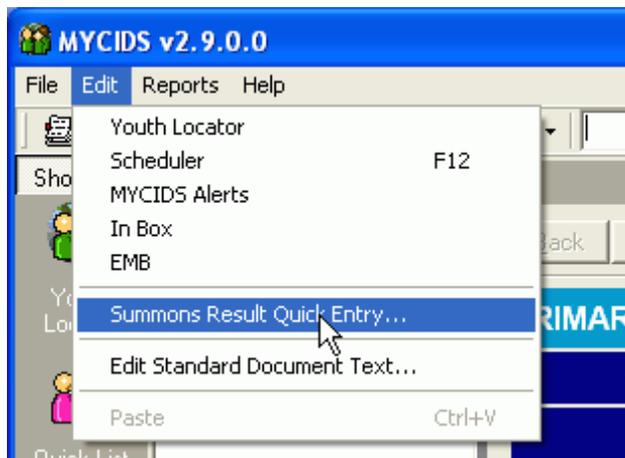


In order to remove the person from the summons list, the summons document that is linked to that person would have to be removed from documents node.

- See Section 7.9 - Showing Summons Documents
- See Section 7.4 - Removing Documents

12.4 - Entering Summons Results

- ▶ *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:

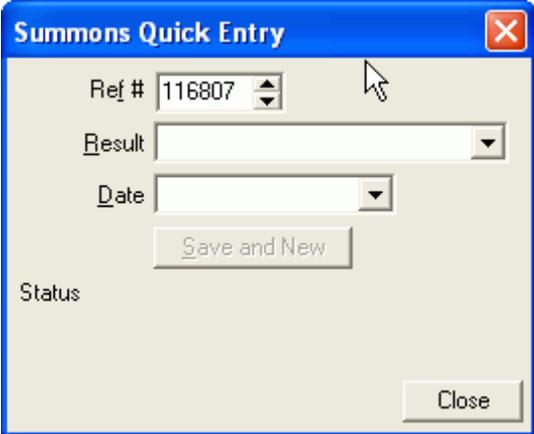
**SANDRA TEST CASE
123 MAIN STREET
CANTON, MISSISSIPPI 39046**

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.

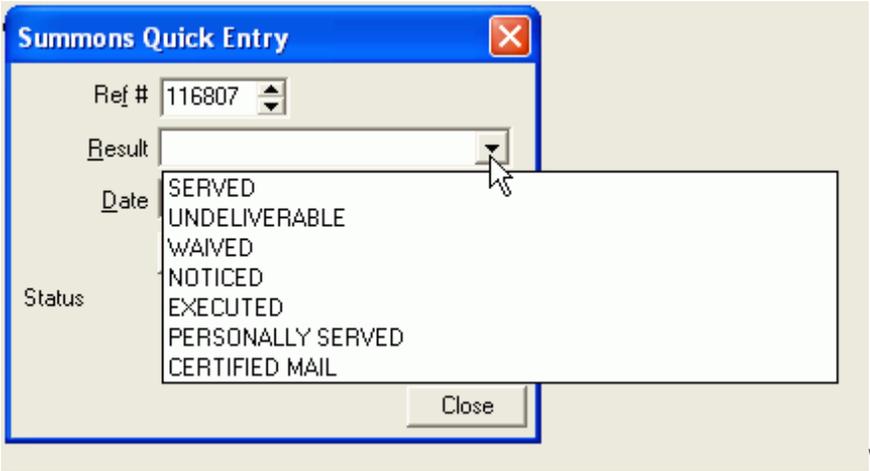
TO: SANDRA TEST CASE

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.

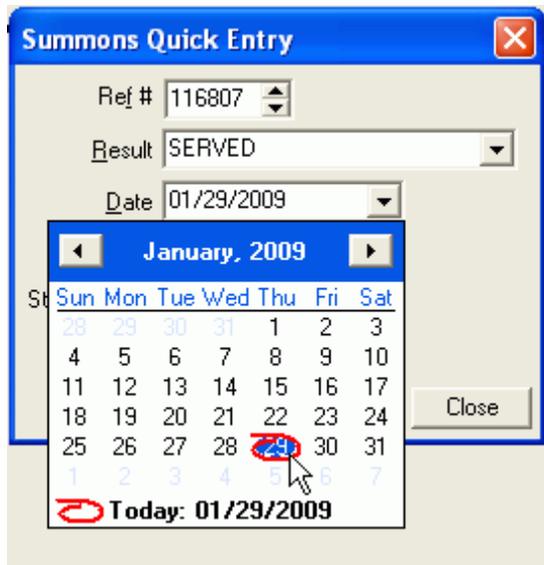
GIVEN under hand and seal of court, at ALCORN County, Mississippi, on January 29, 2009.



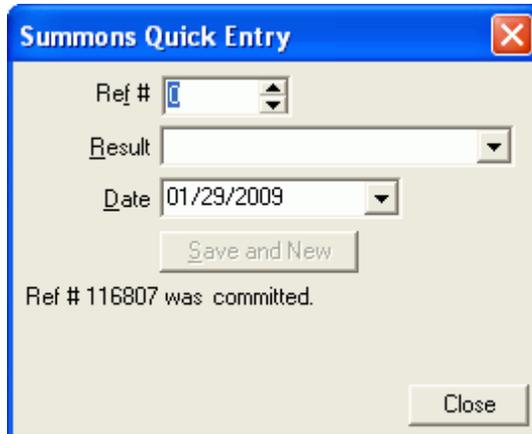
▶ *Step 3 - Choose the result from the drop down menu.*

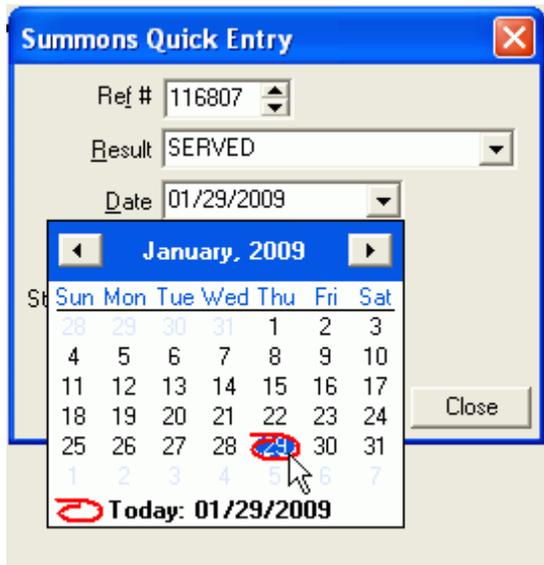


▶ *Step 4 - Choose the date from the calendar drop down menu.*



► *Step 5 - Click the Save and New button.*





- ▶ **Step 6 - Repeat steps 1 - 5 for the next summons document.**

Continuance

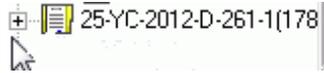
This section shows step by step how to create, delete, and edit a continuance.

- ▶ [13.1 - Create a Continuance](#)
- ▶ [13.2 - Delete a Continuance](#)
- ▶ [13.3 - Edit the Continuance](#)

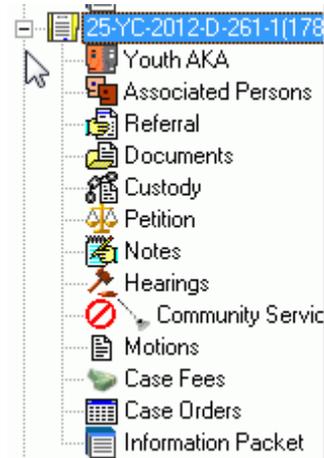
13.1 - Create a Continuance

- ▶ *Step 1 - Expand the case.*

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



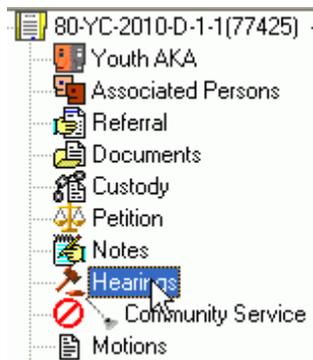
The expanded case will look like the image below.



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.*

ADJUDICATION (07/09/2010 09:00 AM) - 80-YC-2010-P-2-1 (77428) DON MIDDLE ...

Open Hearings | Copy/Continue Hearing

General | Summons/Notices | Attendees | Response | Court Action | Aggravated Circumstances | Documents

Reference # 119448 Originating District 88

Type ADJUDICATION Adjudication (FEH)

Other

Date 07/09/2010 09:00 AM

Presiding TESTER A JUDGE

Presiding Type REFEREE

Cases addressed by this hearing

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

Add Remove

► *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

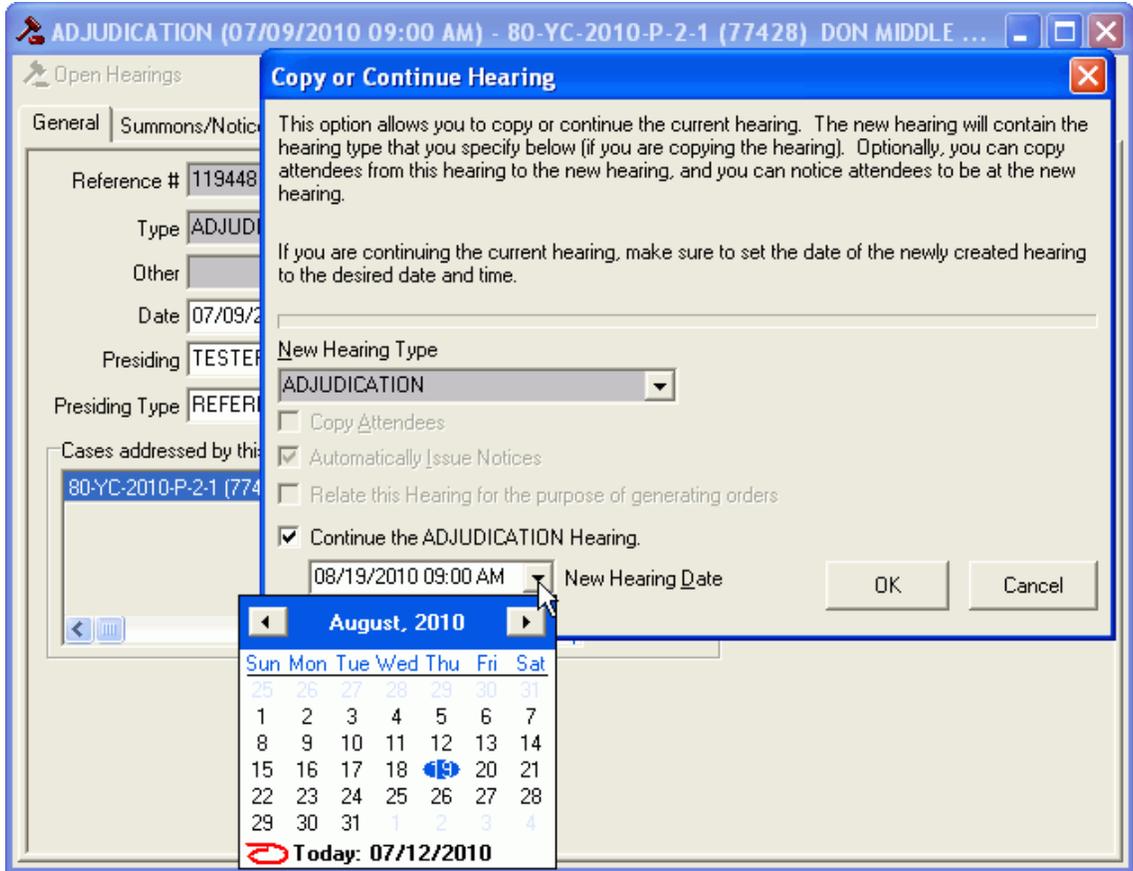
Continue the ADJUDICATION Hearing.

07/09/2010 09:00 AM New Hearing Date

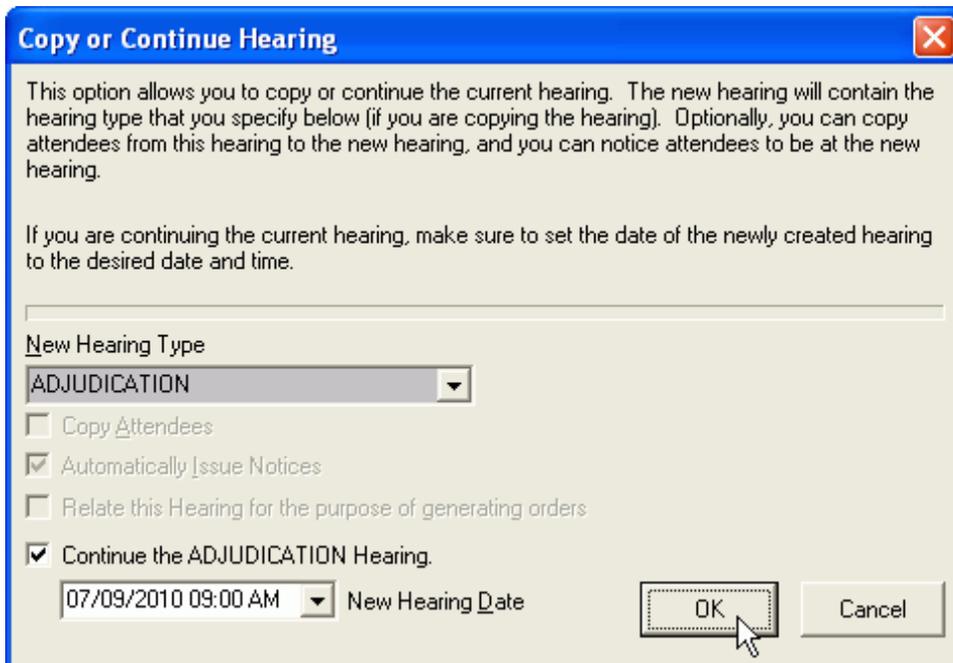
OK Cancel

► *Step 7 - Choose the New Hearing Date.*

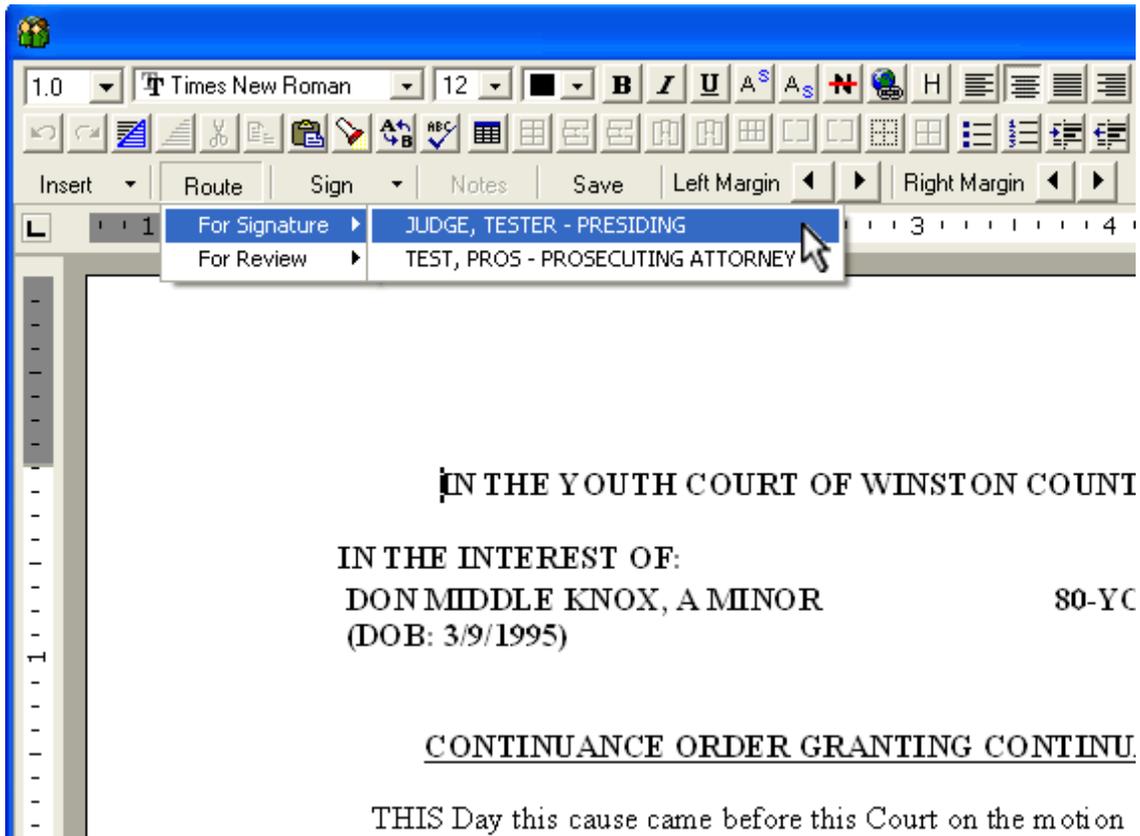
Choose the New Hearing Date from the calendar drop down menu.



► *Step 8 - Click OK to generate the Continuance Order.*



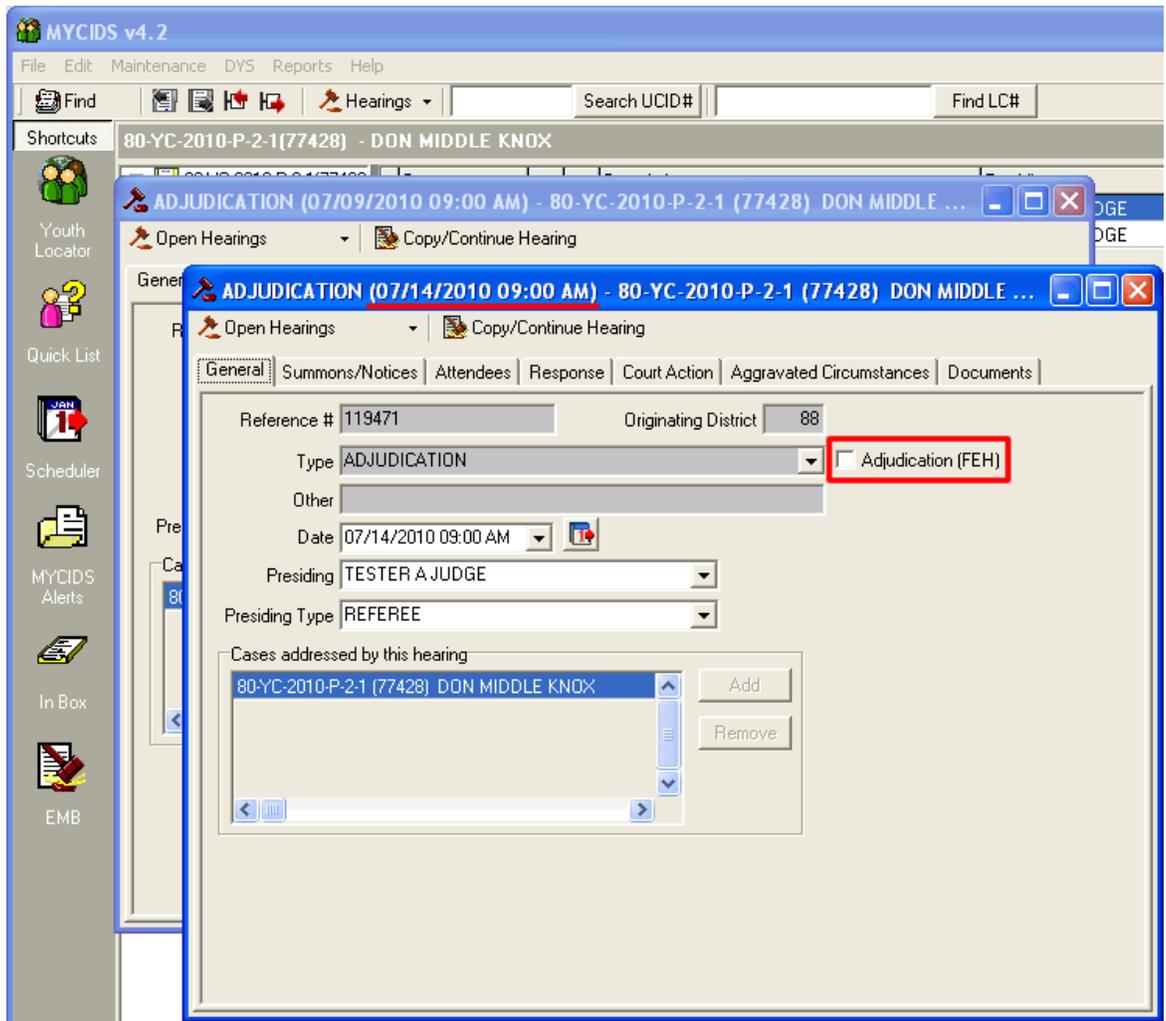
► *Step 9 - Route the Continuance Order to the Judge for signature.*



► *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).

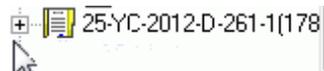


13.2 - Delete a Continuance

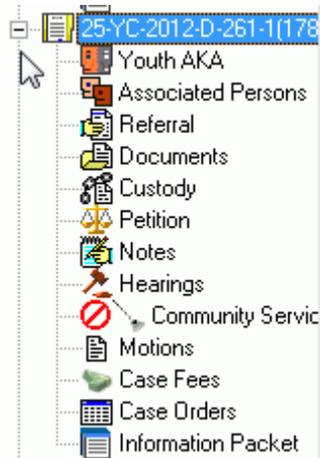
► *Delete a Continuance Order*

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.
[Reopen](#) 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.



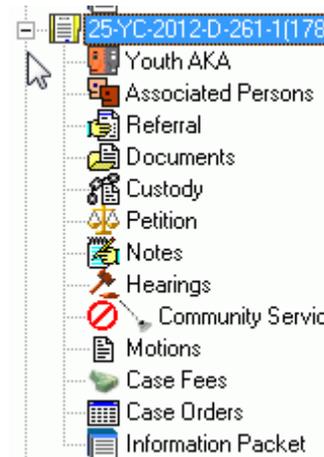
▶ *Delete a Continuance Hearing*

Step 1 - Expand the case.

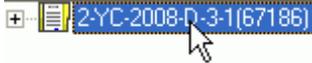
Click on the  next to the case number in the Case Navigation Panel.



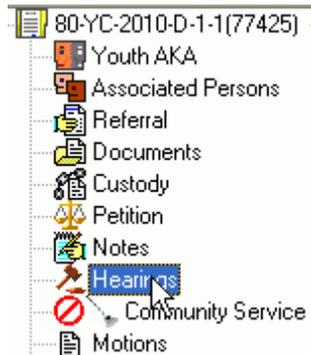
The expanded case will look like the image below.



 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

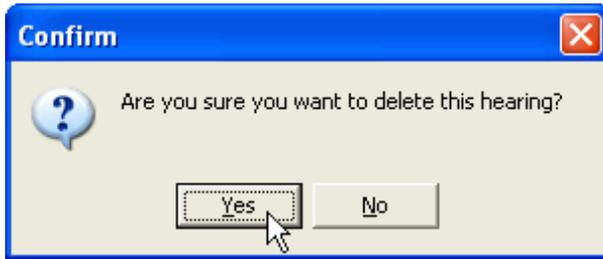
Step 4 - From list of actions, click on Delete this hearing.

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.
[Remove](#) 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.

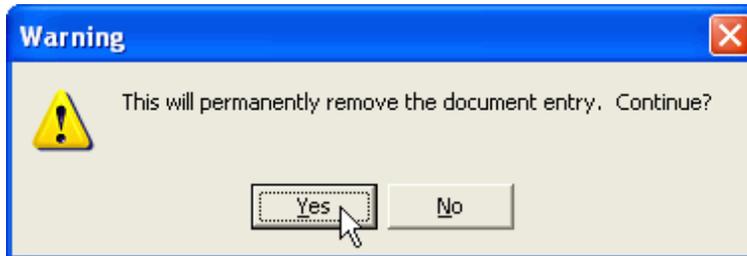
	Date	Description
	07/07/2010 13:42	INTAKE ORDER
	07/07/2010 14:17	CUSTODY CHANGE ORDER
	07/07/2010 14:24	PETITION DOCUMENT
▶	07/13/2010 11:40	CONTINUANCE GRANT ORDER

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.
[Recheck](#) 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.

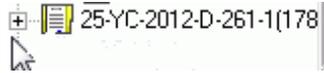


Note !

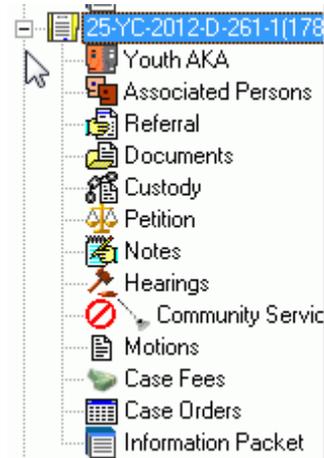
Documents that have been electronically signed cannot be changed.

▶ *Step 1 - Expand the case.*

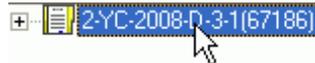
Click on the + next to the case number in the Case Navigation Panel.



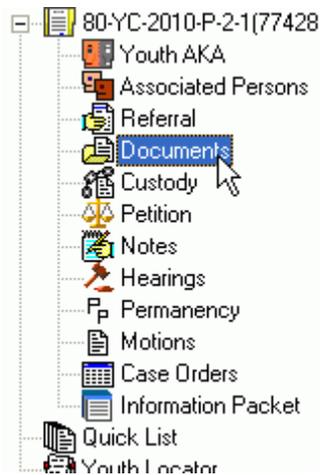
The expanded case will look like the image below.



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](#)  [es](#) for the selected document.

You may now edit the document.

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.

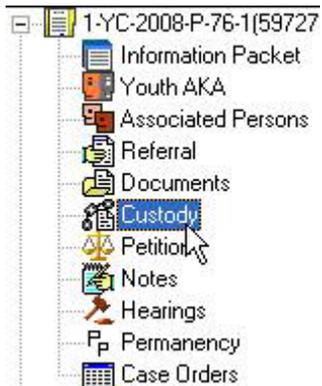
This module of the MYCIDS case management system provides the youth courts with an automated permanency process. Youth Courts must use MYCIDS in order to obtain the benefits of the automated permanency process.

Removal of Custody from the Primary Physical Custodian, PPC

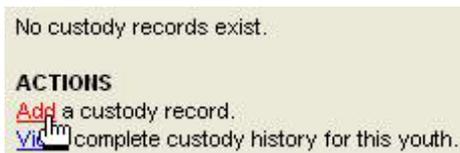
The law allows Mississippi Department of Human Services social workers and law enforcement officers to take a child into protective custody, from a PPC, if they believe that such child has been or is being abused or neglected. Once a child is taken into custody, an order outside a hearing must be obtained to authorize the continued custody of the child.

Add a Custody Record.

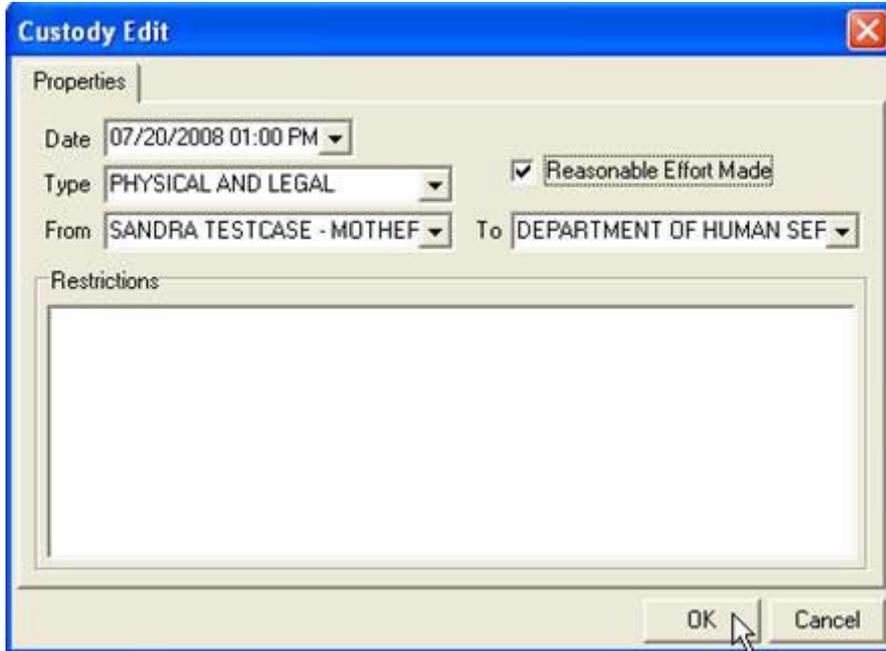
1. Click on the "Custody" node for the case.



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.

Permanency Plan Editor

Properties

Start Date: 07/20/2008

Adoption Date:

est. Achievement Date: 07/20/2009

End Date:

Plan Type: PERMANENCY

Plan Name: REUNIFICATION WITH A PARENT OR PRIMARY CARETA

Save and Proceed

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.

Permanency Plan Editor

Properties

Start Date: 07/20/2008

Adoption Date: 07/20/2008

est. Achievement Date: 07/20/2009

End Date:

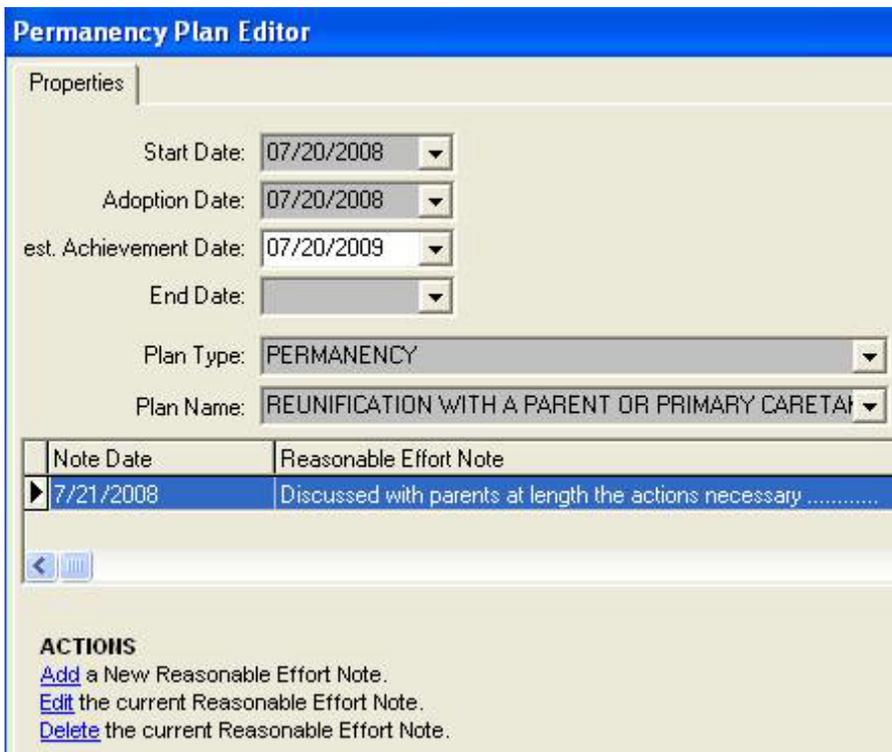
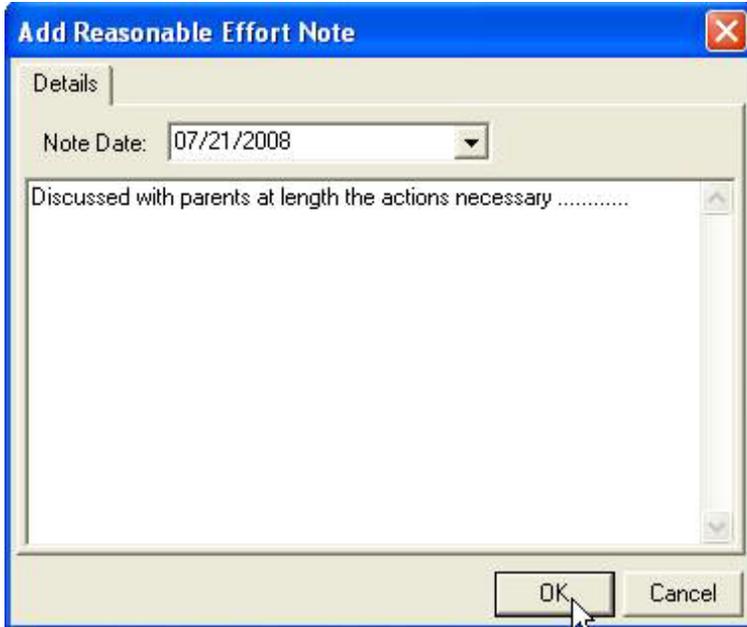
Plan Type: PERMANENCY

Plan Name: REUNIFICATION WITH A PARENT OR PRIMARY CARETA

No Reasonable Effort Notes have been added to this plan.

ACTIONS

[Add](#) a New Reasonable Effort Note.



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 AND LEGAL	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC	DEPARTMENT OF HUMAN SERVICES DHS - DHS

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 web application window titled "New Hearing for 1-YC-2008-P-76-1(59727) - JOHN S TESTCASE". The window has a menu bar with "Open Hearings" and "Copy Hearing". Below the menu bar is a "General" tab. The form contains the following fields:

- Reference #: 98139
- Originating District: 1
- Type: (dropdown menu)
- Other: (text input field)
- Date: 07/22/2008 09:00 AM (dropdown menu with a calendar icon)
- Presiding: (dropdown menu)
- Presiding Type: (dropdown menu)

A "Save and Proceed" button is located at the bottom of the form.

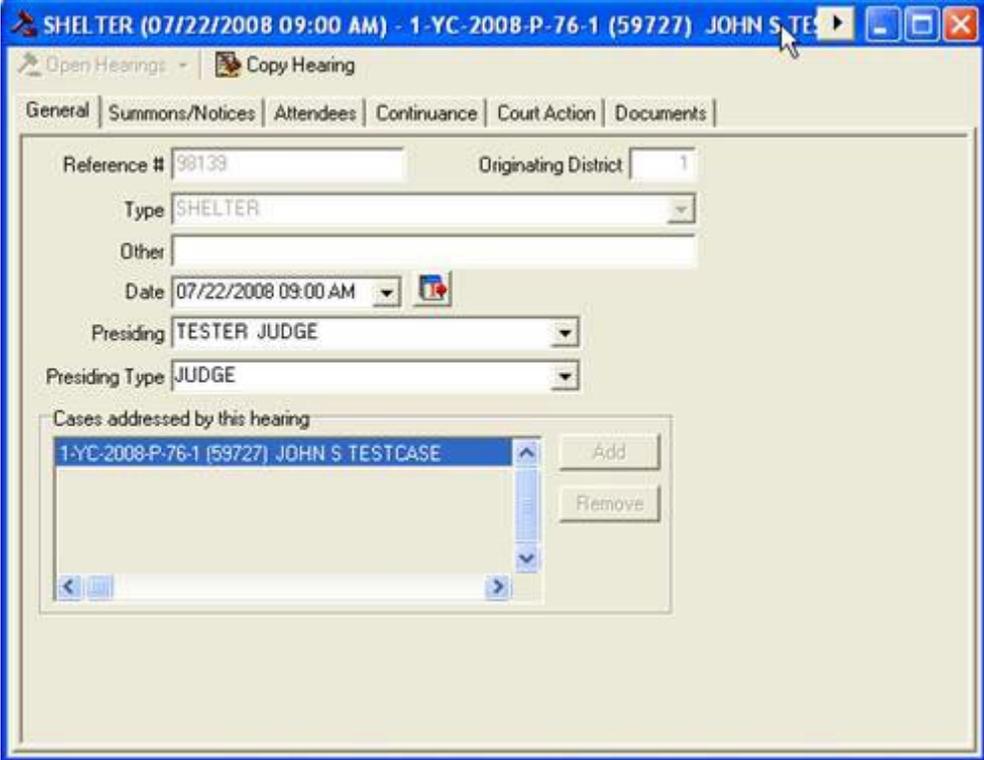
2. Choose Shelter Hearing from the "Type", the date of the Shelter Hearing, the presiding Judge, and the presiding type from the drop down menus.

The screenshot shows a software window with a blue title bar. The title bar text is "New Hearing for 1-YC-2008-P-76-1(59727) - JOHN S TESTCASE". Below the title bar, there are two menu items: "Open Hearings" and "Copy Hearing". The main content area has a "General" tab selected. The form contains the following fields:

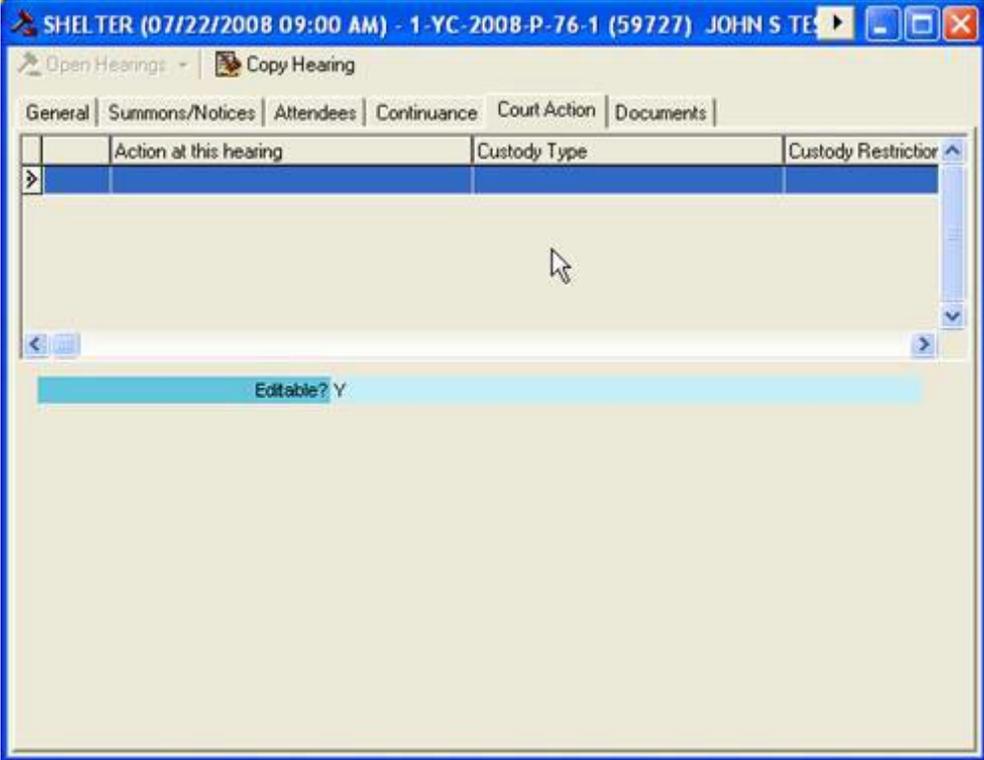
- Reference #: 98139
- Originating District: 1
- Type: SHELTER
- Other: (empty)
- Date: 07/22/2008 09:00 AM
- Presiding: TESTER JUDGE
- Presiding Type: JUDGE

A "Save and Proceed" button is located at the bottom of the form, with a mouse cursor hovering over it.

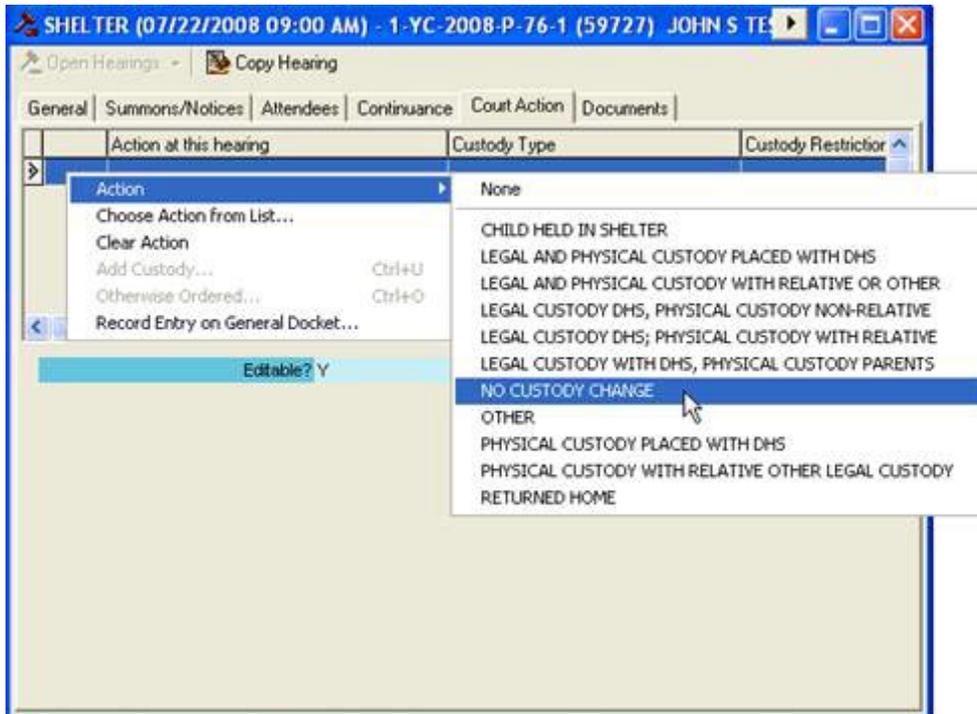
3. Then, click on save and proceed. This will add the shelter hearing for the requested date.



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

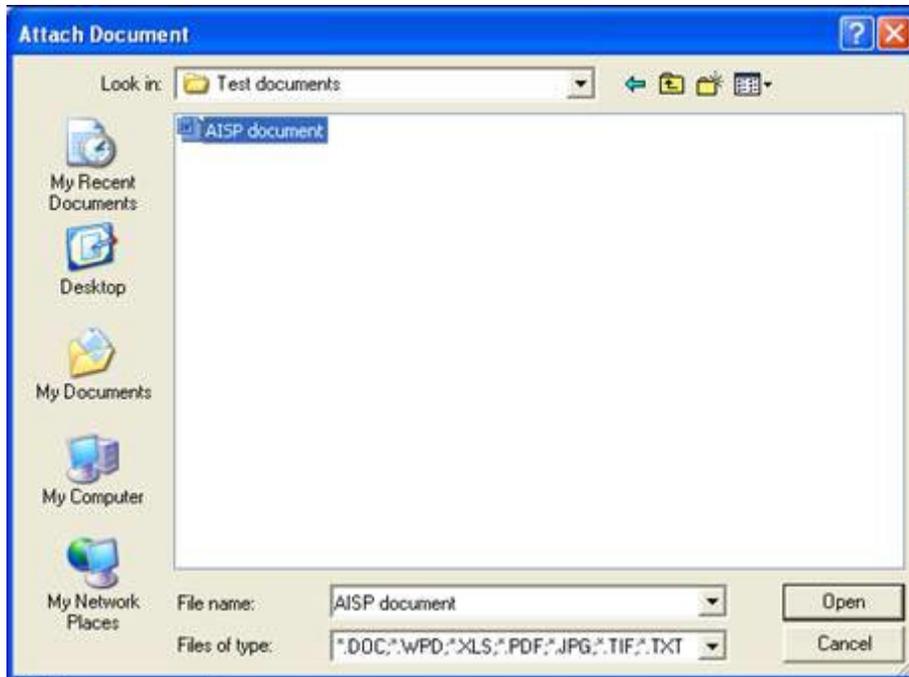
Service Plans and Reports

No Service Plans have been added to this case.

ACTIONS
[Attach](#) a new Service Plan.
[Scan](#) in a new Service Plan.

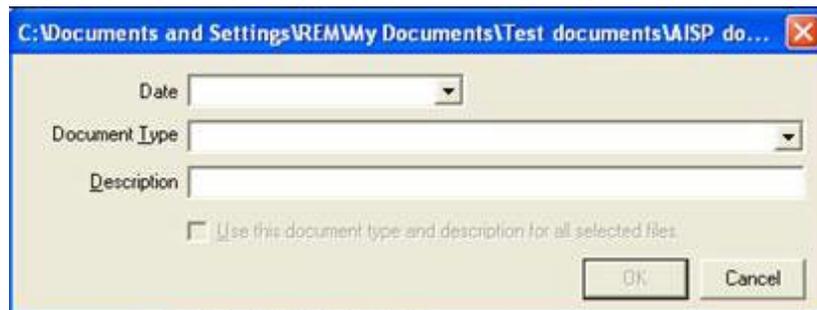
[Attach](#) a new Service Plan allows the user to insert a plan from an electronic document to the Permanency Plan.

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

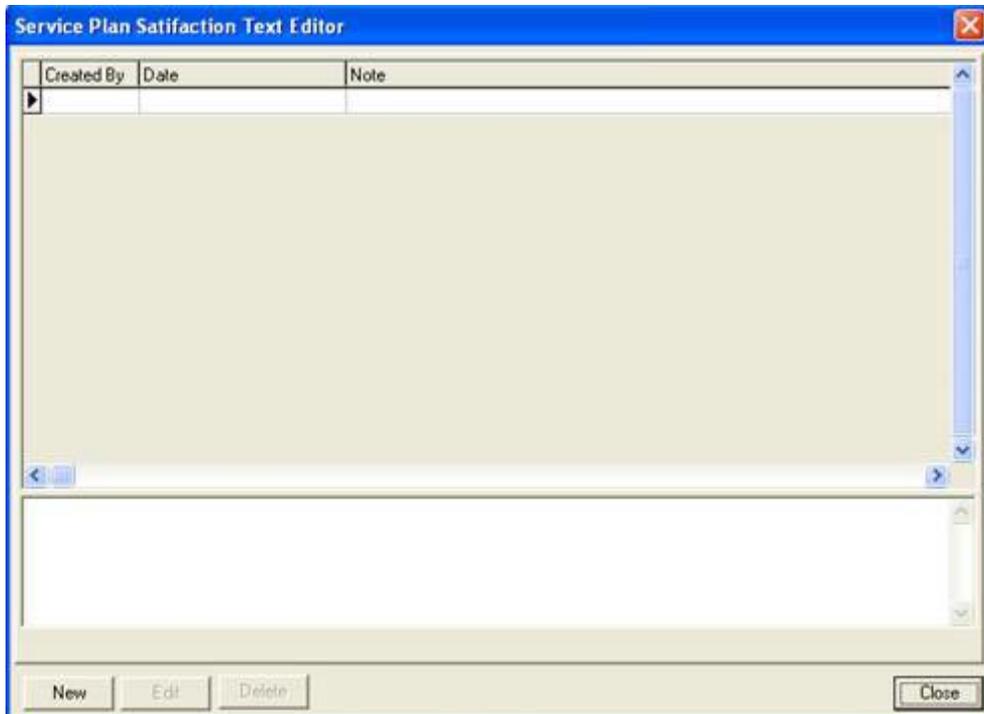
Satisfaction Text is a note area attached to the Service plan. In this area the user can input actions that need to be completed to bring the Service plan into compliance with the Court order.

Service Plans and Reports

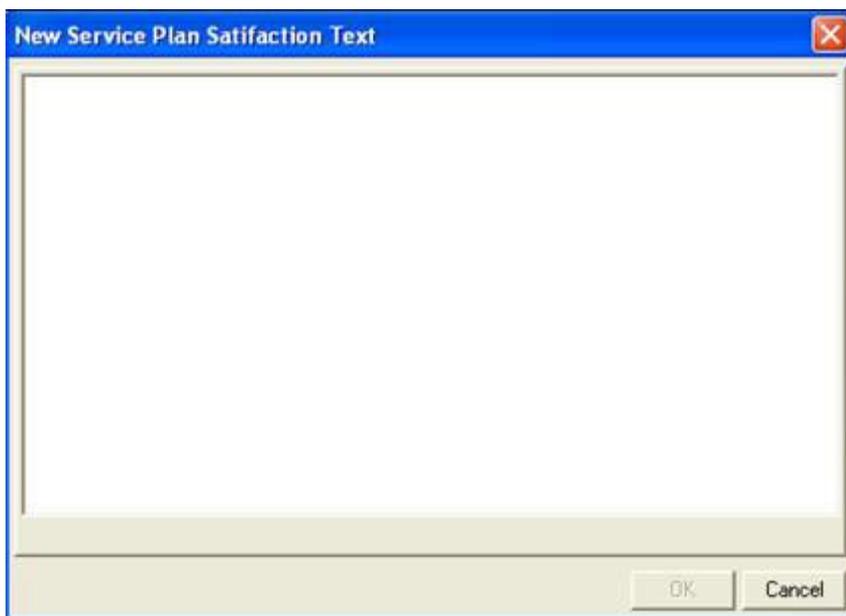
Document Date	Service Plan Type	Completely Satisfactory	Has Hearing Actions	Satisfaction Text
12/11/2007	AISP			Edit

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

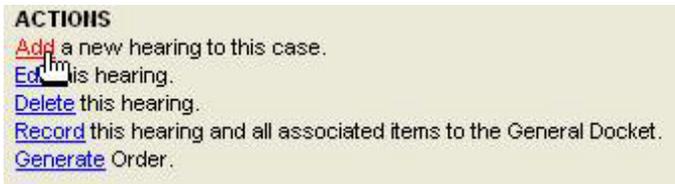
Permanency hearings must be scheduled to 1) determine if an existing permanency and concurrent plans are working or to establish (adopt) the first permanency and concurrent plans, and 2) to review and take action against any service plans or report documents that help to establish the permanency and 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.

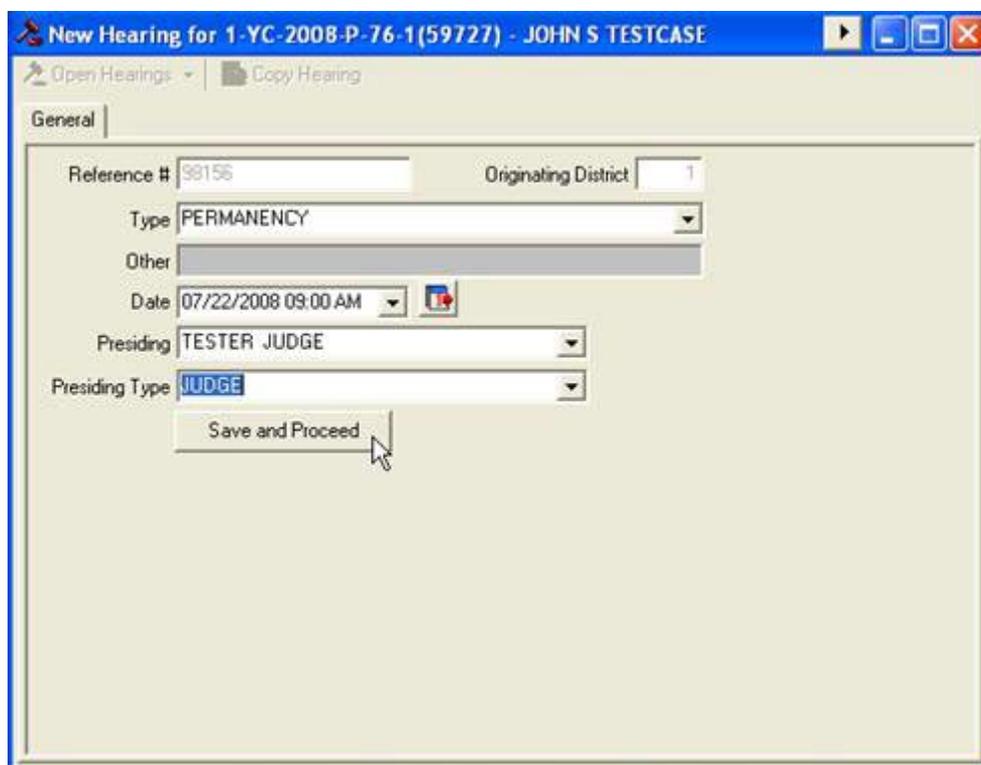
Add and Conduct Permanency Hearing

Click [Add](#) a new hearing to this case

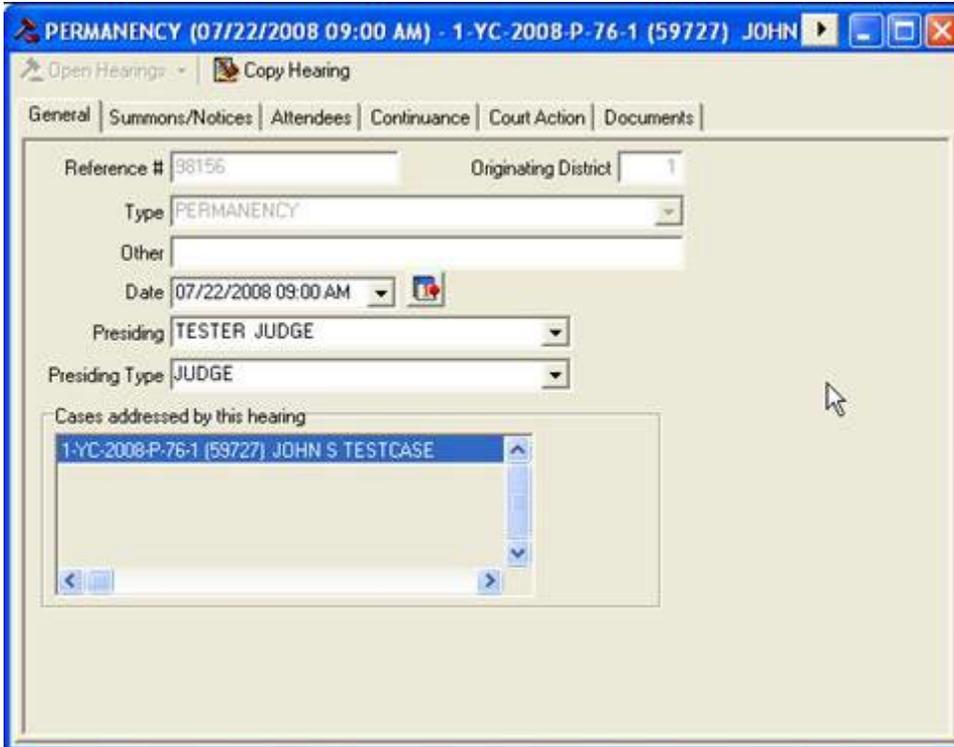


The screenshot shows a software window with a blue title bar. The title bar text is "New Hearing for 1-YC-2008-P-76-1(59727) - JOHN S TESTCASE". Below the title bar, there are two icons: a magnifying glass over a document labeled "Open Hearings" and a document icon labeled "Copy Hearing". The main content area has a tab labeled "General". Inside this tab, there are several input fields: "Reference #" with the value "98139", "Originating District" with the value "1", "Type" with a dropdown arrow, "Other" with a text input field, "Date" with the value "07/22/2008 09:00 AM" and a calendar icon, "Presiding" with a dropdown arrow, and "Presiding Type" with a dropdown arrow. At the bottom of the form is a button labeled "Save and Proceed".

Choose Permanency Hearing from the "Type", the date of the Permanency Hearing, the presiding Judge, and the presiding type from the drop down menus.



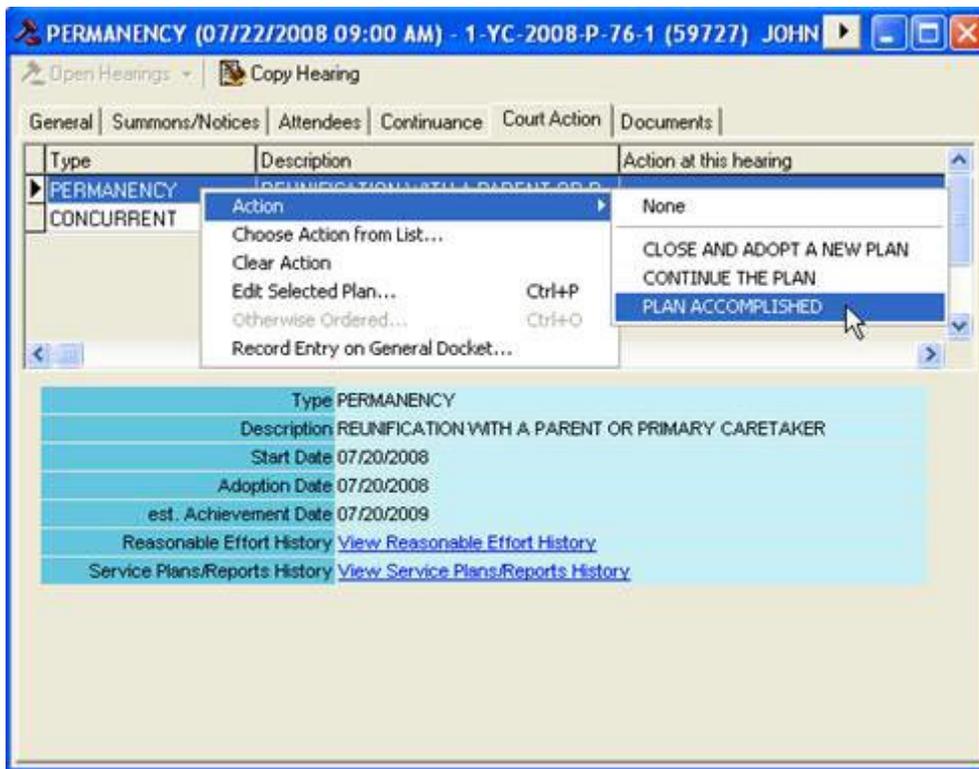
Then, click on save and proceed. This will add the Permanency hearing for the requested date.



Then, to address what happened at the Permanency hearing, click the court action tab.



Right click on the plan you wish to address, which will bring up a submenu allowing you to choose a court action. Choose the desired court action for that plan.



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.



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



Case Orders

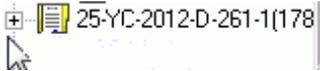
This section shows step by step how to generate case orders.

- ▶ [15.1 - Generate Case Order](#)

15.1 - Generate Case Order

- ▶ *Step 1 - Expand the case.*

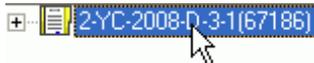
Click on the  next to the case number in the Case Navigation Panel.



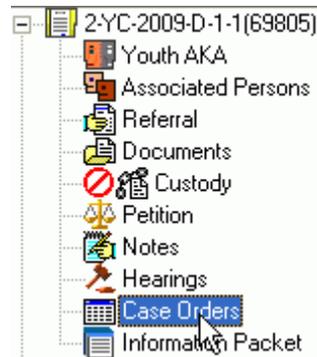
The expanded case will look like the image below.



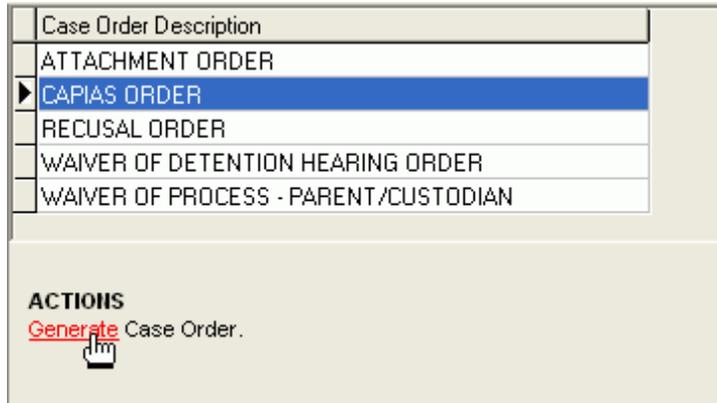
 The case can also be collapsed / expanded by double-clicking the case.



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



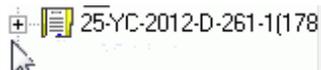
► *Step 3 - Choose the appropriate Case Order from the List click the Generate Case Order action.*



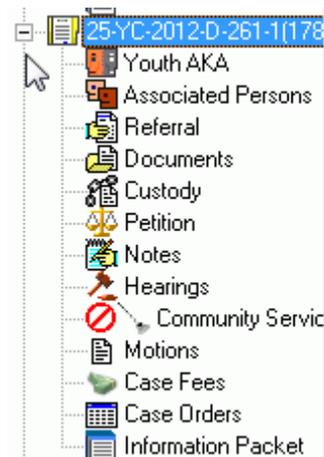
MYCIDS can prepare a comprehensive case packet for most information stored in a case. Follow these steps to create a case packet.

► *Step 1 - Expand the case.*

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

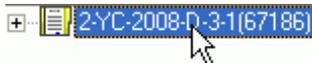


The expanded case will look like the image below.





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

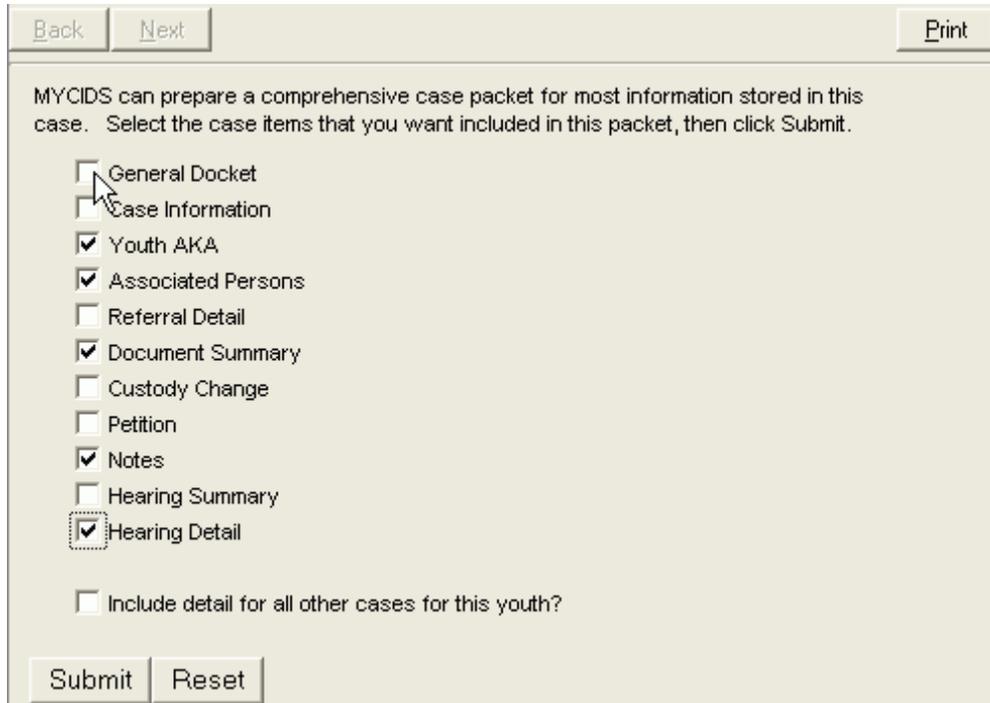


- ▶ *Step 2 - Click on Information Packet in the Case Navigation panel.*



- ▶ *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.



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

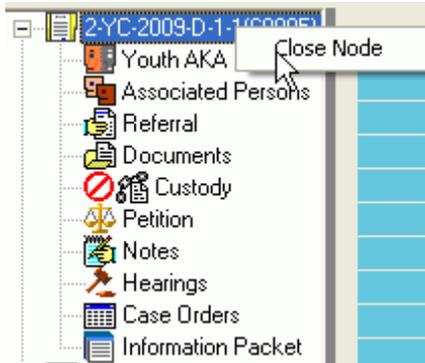
SSN	Last Name	First Name	Middle Name	Suffix
	JOJO	JOJO		

Associated Persons 2-YC-2009-D-1-1(69805) - AMY JO TESTCASE

Name	Relationship	Date Appointed
JAMIE KELLY MCBRIDE	PRESIDING	

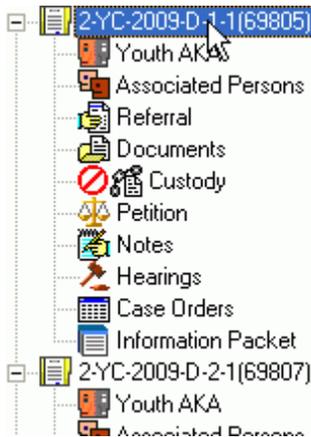
► *Close a single Case Node*

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.



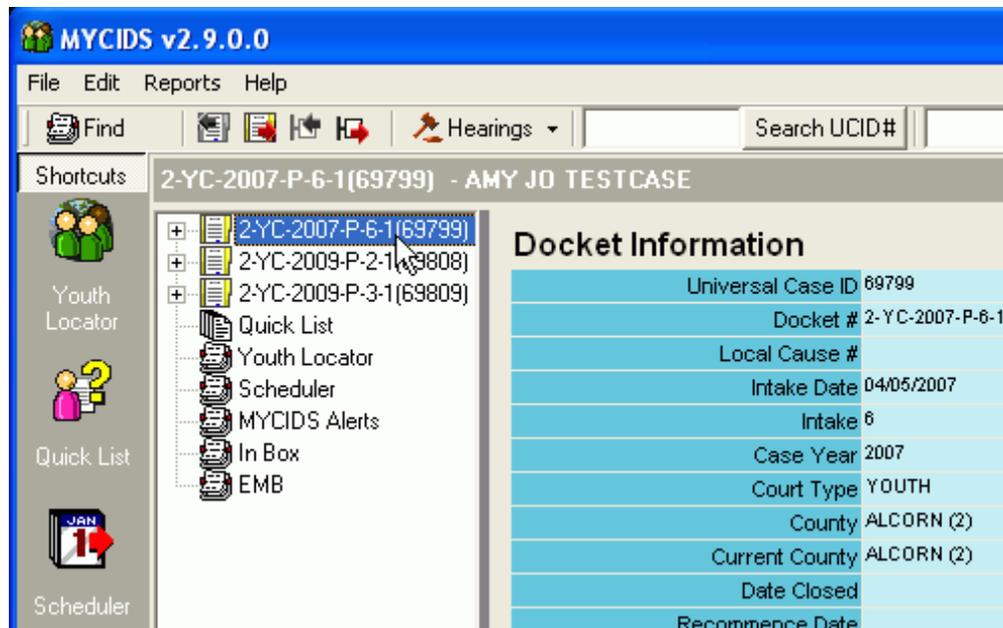
Grouping Cases

- [18.1 - Group Cases](#)
- [18.2 - Remove Case from Group](#)

18.1 - Group Cases

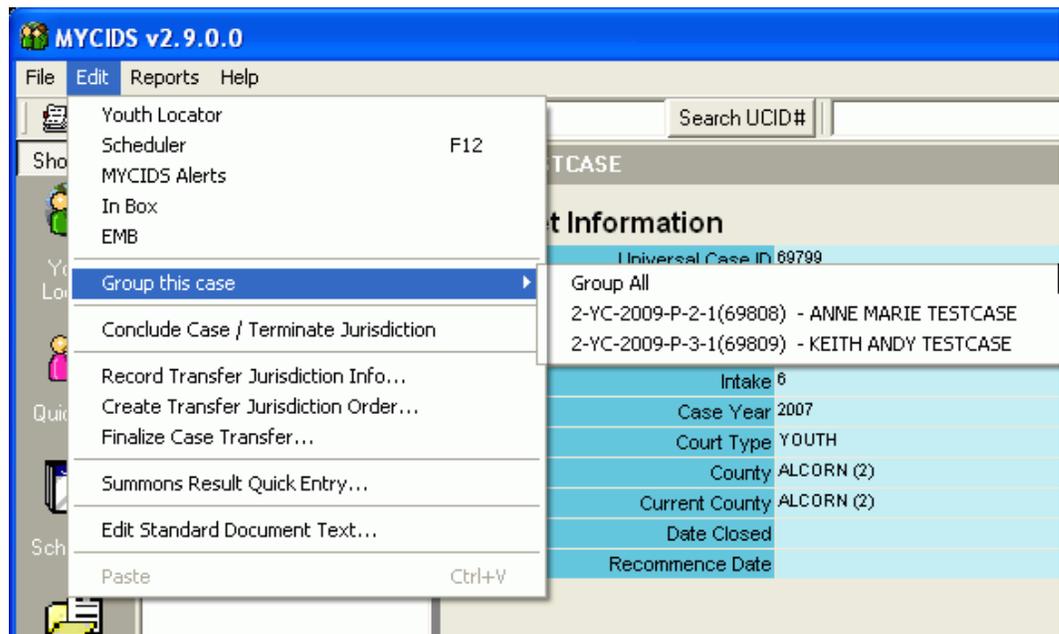
- *Step 1 - Choose a case to group.*

From the open cases in the case navigation panel, choose a case to group.

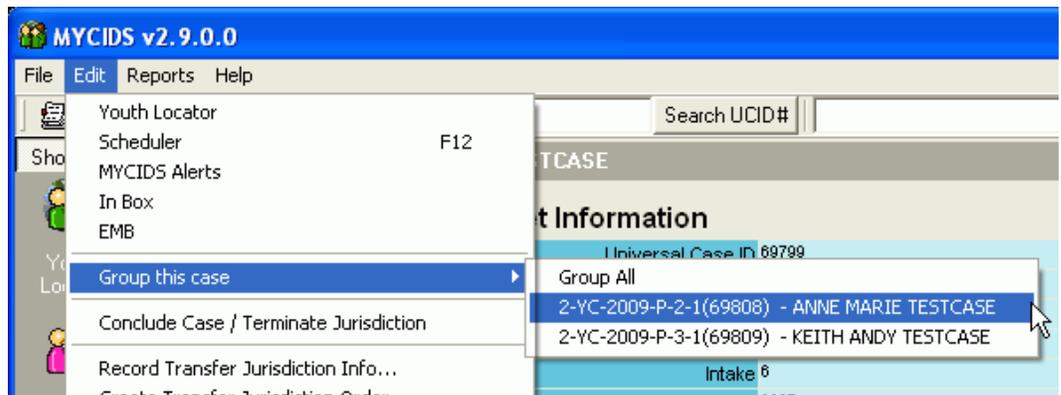


► *Step 2 - Group Case(s)*

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.

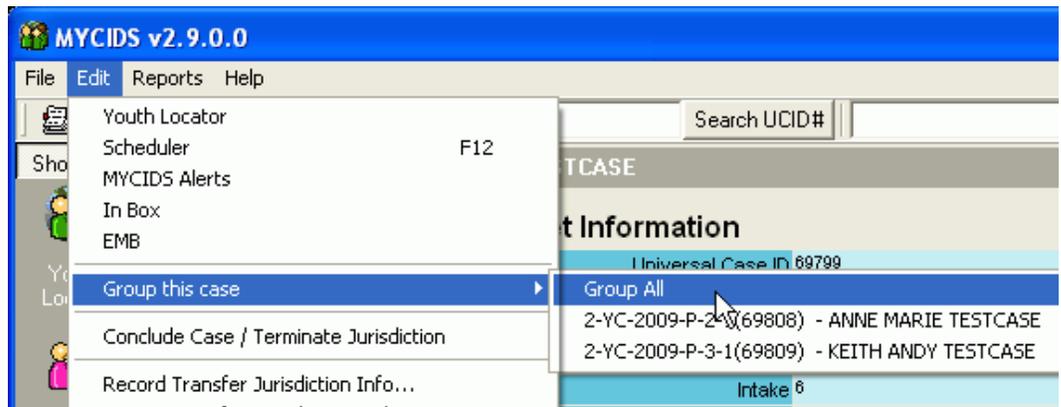


Choose the appropriate case to group with the selected case,



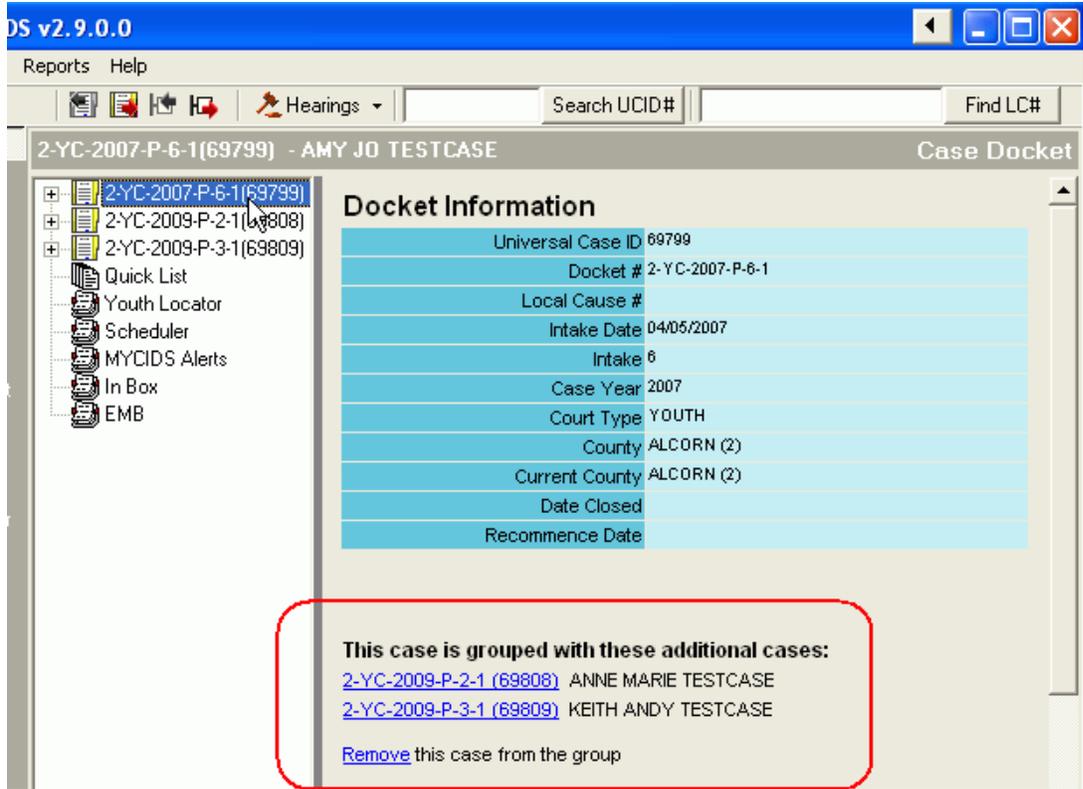
OR

choose group all to group all the cases open in the case navigation panel together.



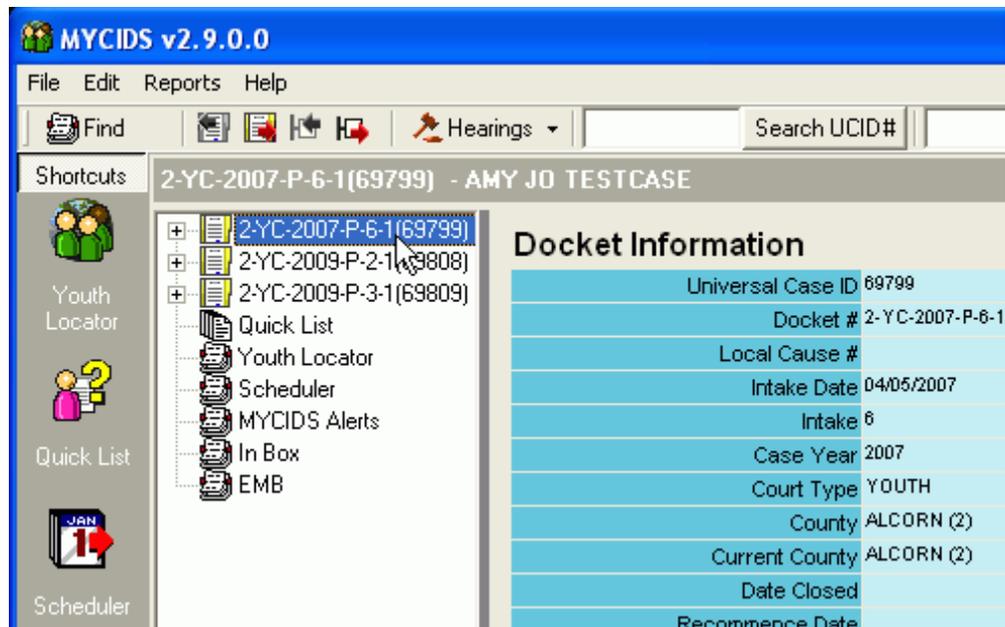
► *How to know if cases are grouped*

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.

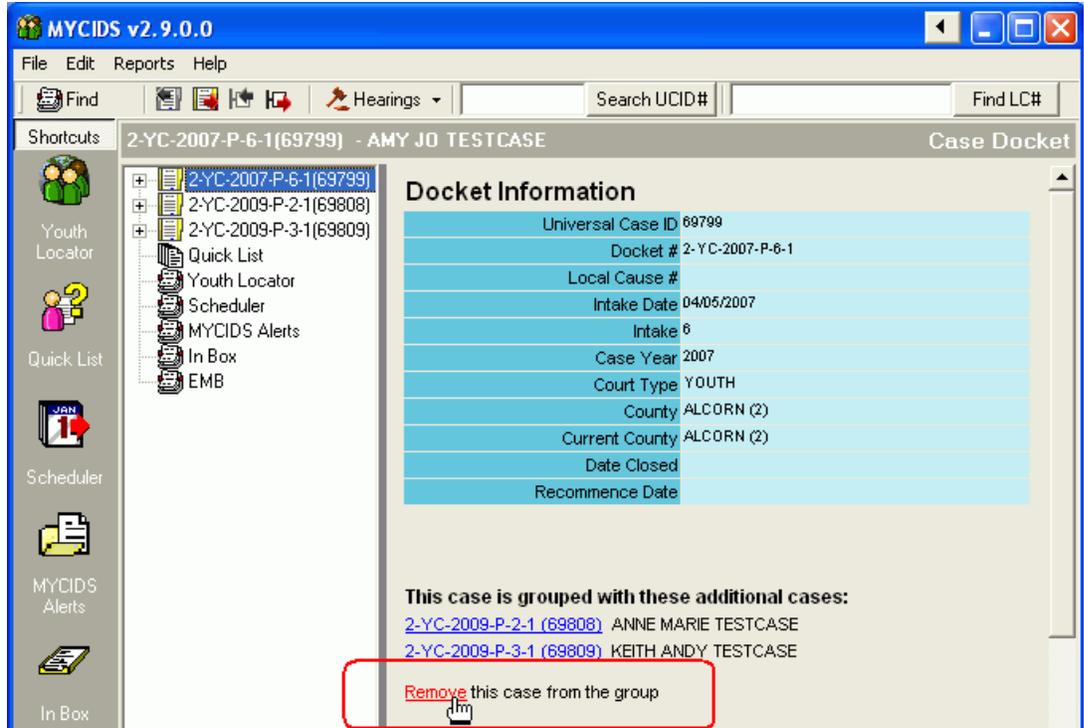


18.2 - Remove Case from Group

- ▶ *Step 1 - Choose the case to remove from the group.*

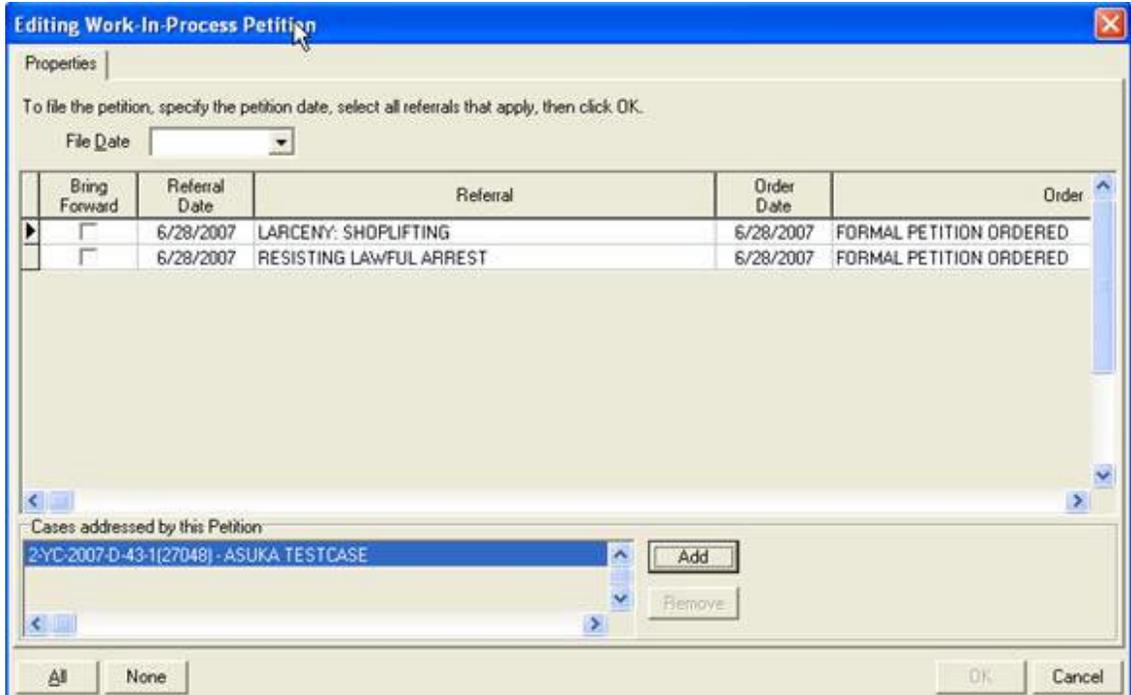


- ▶ *Step 2 - On the Case Docket screen, click Remove this case from the Group.*

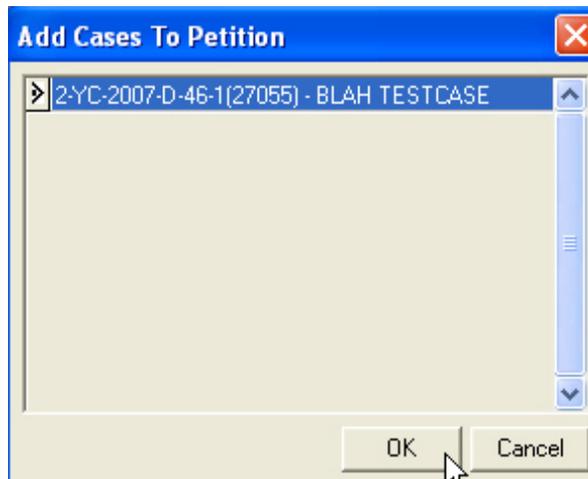


▶ *Multi-case Petitions*

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.



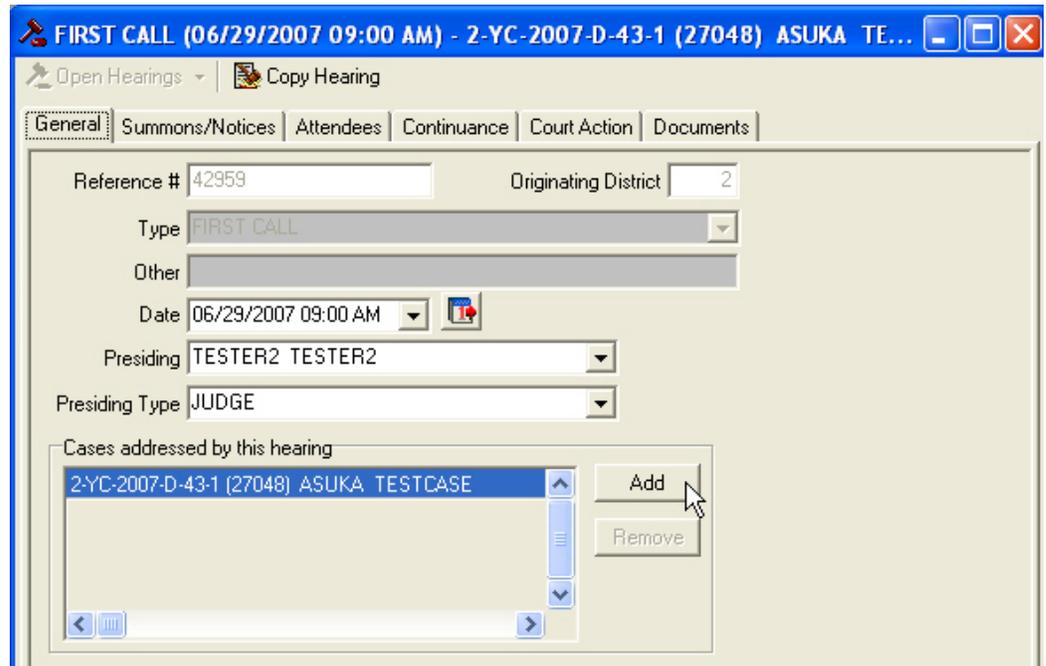
The user must now select which charges for each youth they wish to file on the petition. Check the referrals that will be brought forward.

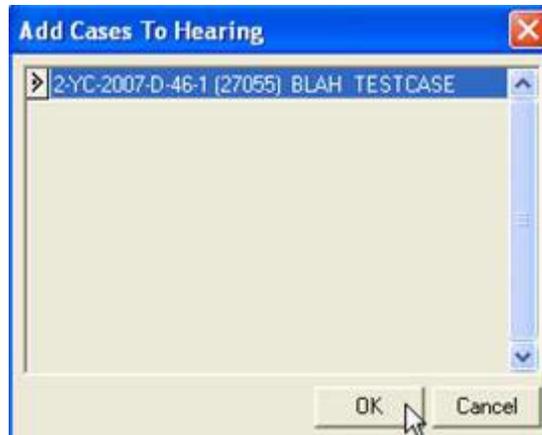
Bring Forward	Docket Number
<input type="checkbox"/>	2-YC-2007-D-43-1(27048) - ASUKA TESTCASE
<input type="checkbox"/>	2-YC-2007-D-43-1(27048) - ASUKA TESTCASE
<input type="checkbox"/>	2-YC-2007-D-46-1(27055) - BLAH TESTCASE
<input type="checkbox"/>	2-YC-2007-D-46-1(27055) - BLAH TESTCASE

► *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	-

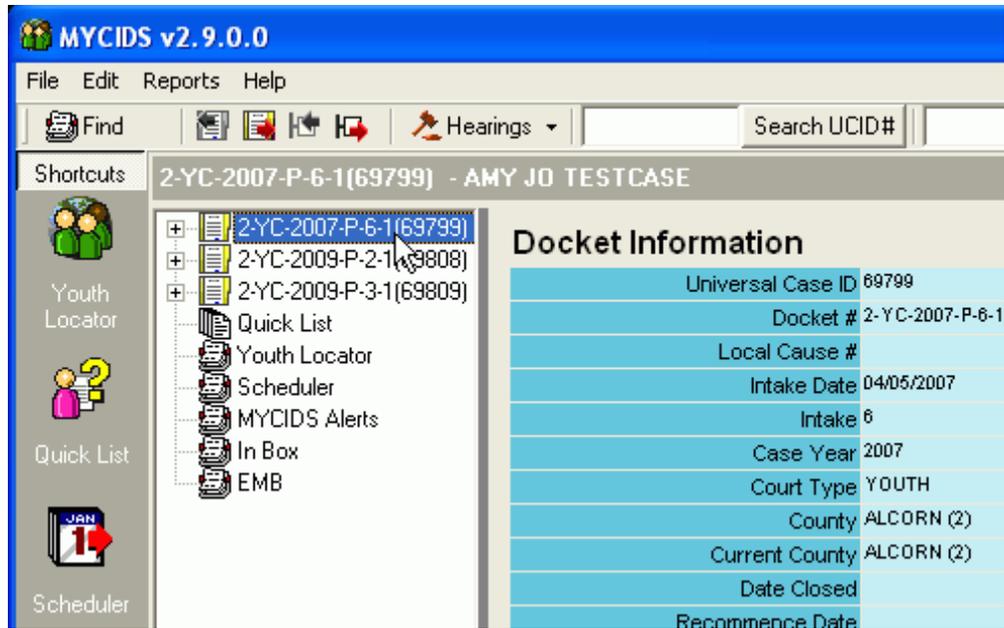
Conclude and Recommence Cases

- ▶ [20.1 - Conclude Cases](#)
- ▶ [20.2 - Recommence Cases](#)

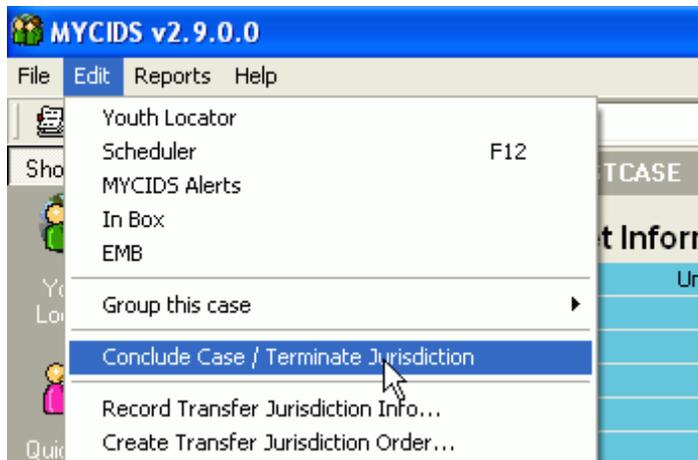
20.1 - Conclude Cases

- ▶ *Step 1 - Choose a case to conclude.*

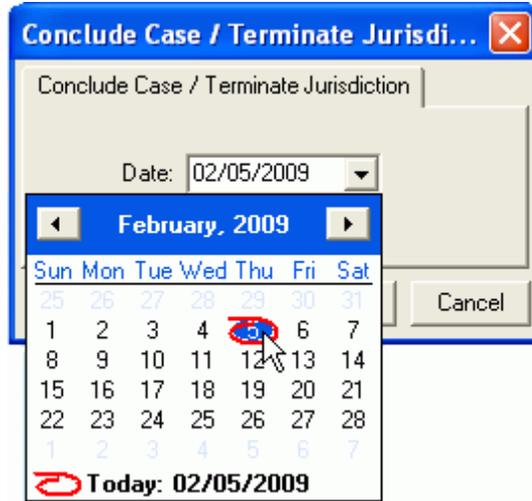
From the open cases in the case navigation panel, choose a case to conclude.



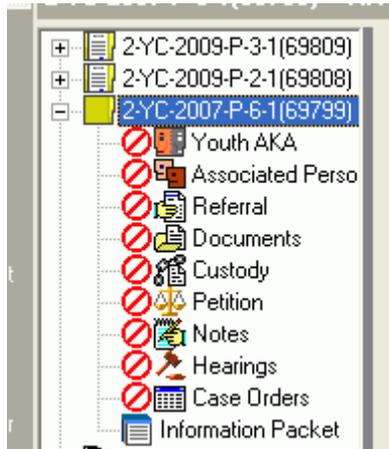
- ▶ *Step 2 - Choose Conclude Case / Terminate Jurisdiction from the Edit menu.*



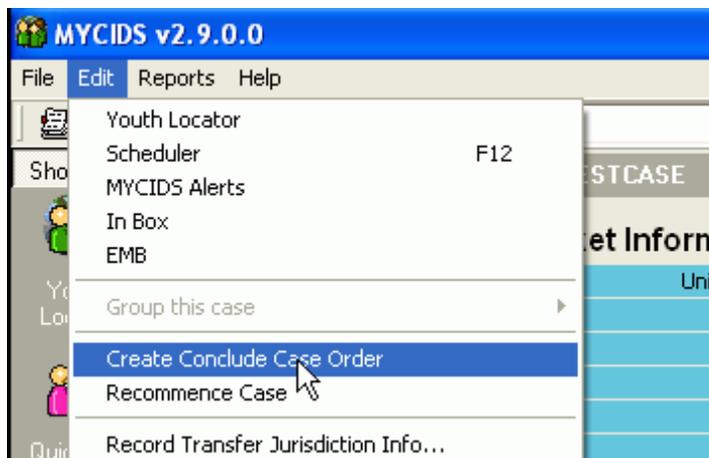
- ▶ *Step 3 - Choose the conclude date from calendar drop down menu.*



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.



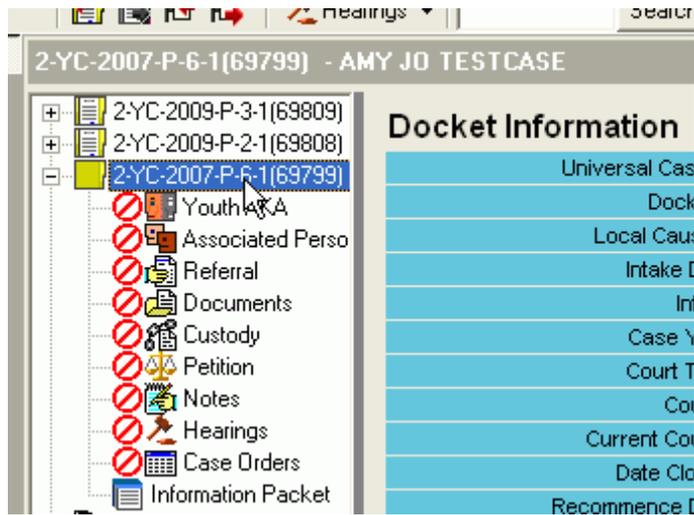
► *Step 4 - Choose Create Conclude Case Order from the Edit menu.*



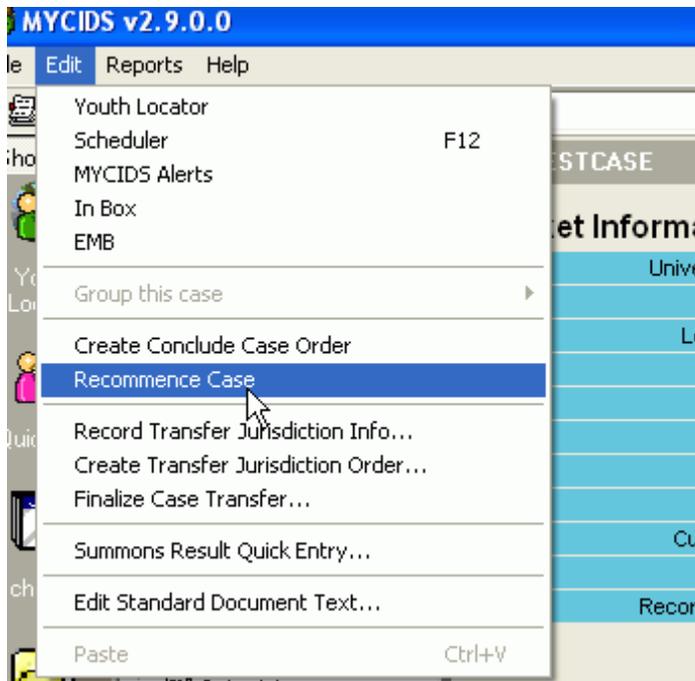
20.2 - Recommence Cases

- ▶ *Step 1 - Choose a case to recommence.*

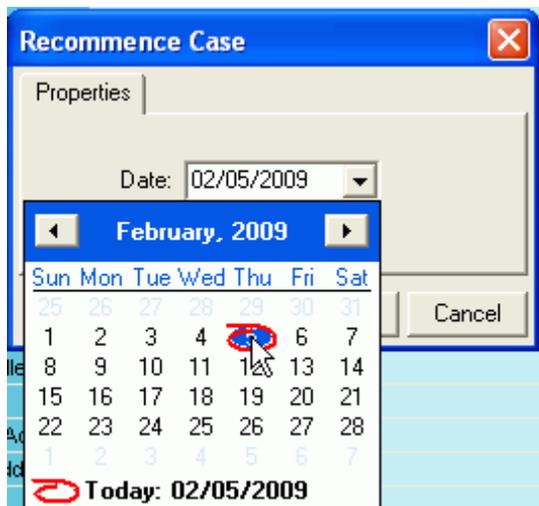
From the open cases in the case navigation panel, choose a concluded case to recommence.



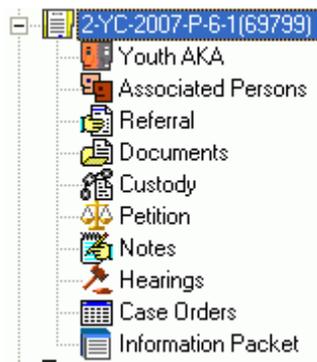
- ▶ *Step 2 - Choose Recommence Case from the Edit menu.*



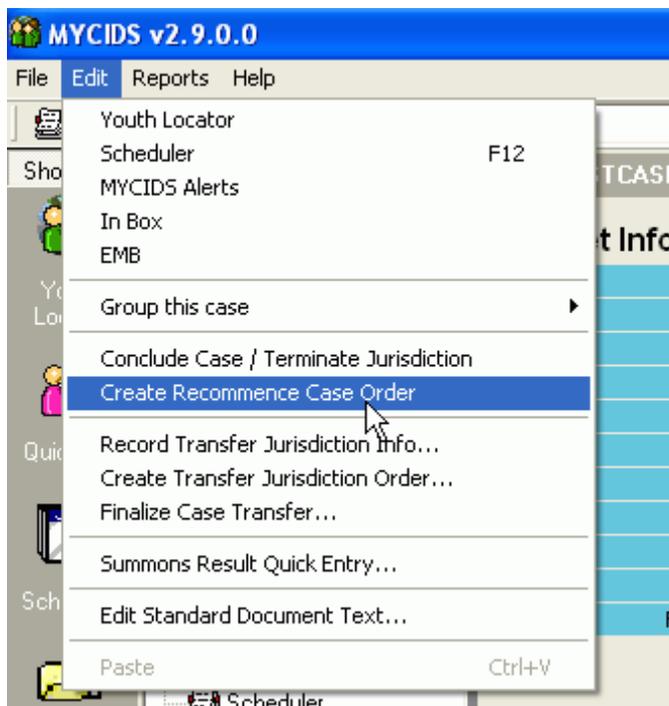
- ▶ *Step 3 - Choose the recommence date from calendar drop down menu.*



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.*



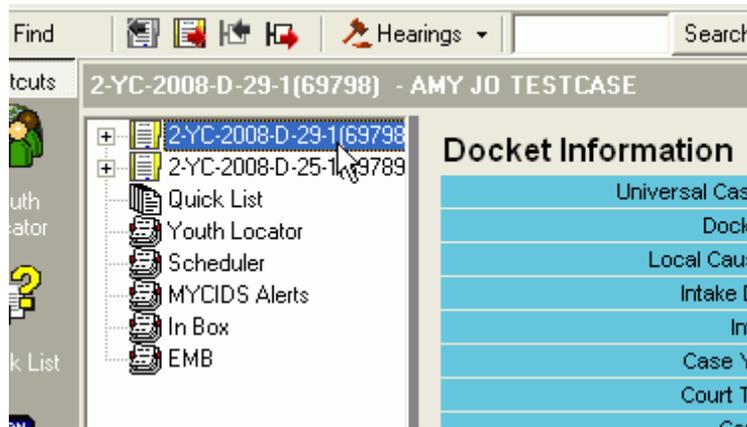
Transfer Cases

- ▶ [21.1 - Transfer Case to another youth court](#)

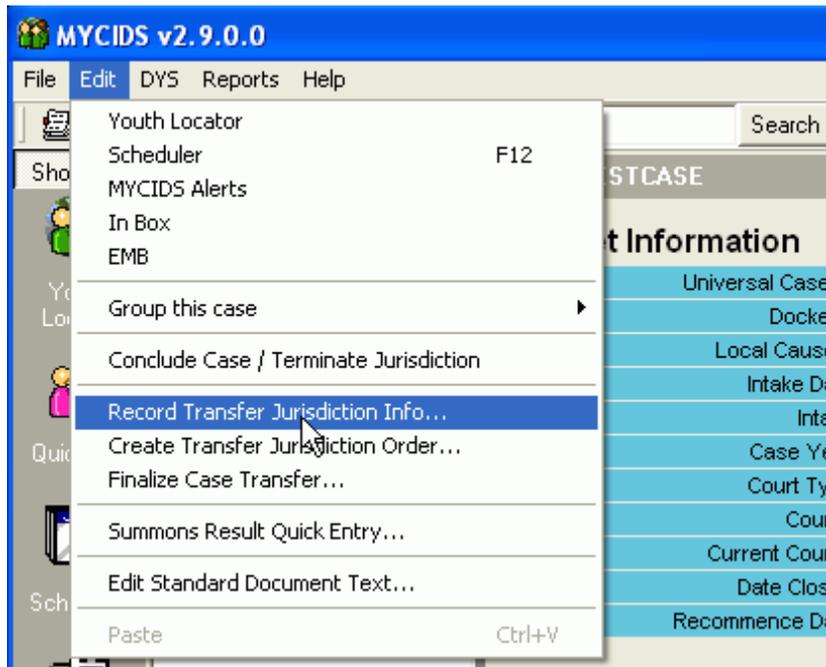
21.1 - Transfer Case to another youth court

- ▶ *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.

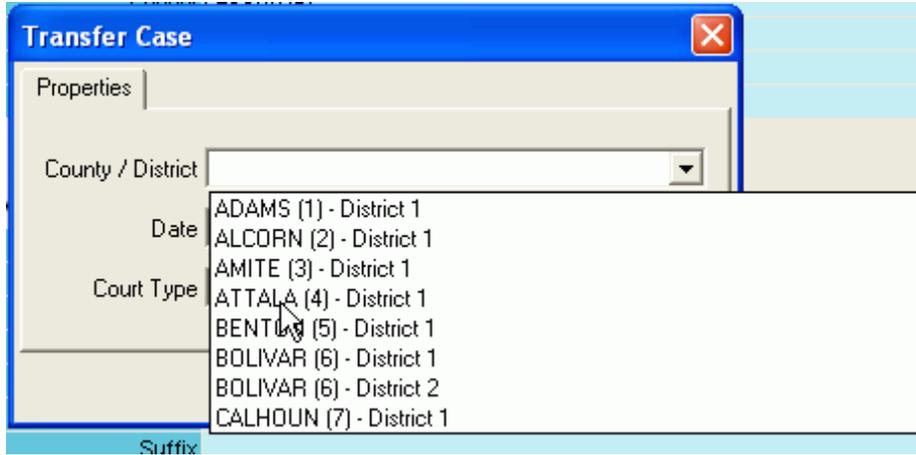


► *Step 2 - Click on the Edit menu and choose Record Transfer Jurisdiction Info.*

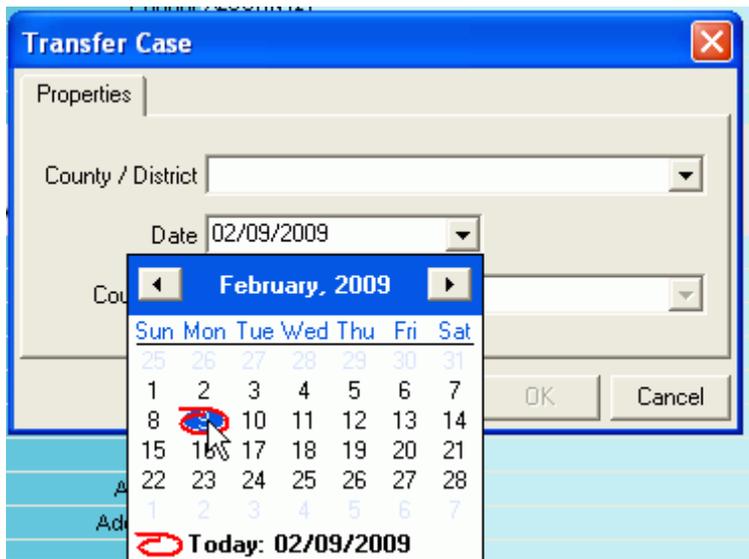


► *Step 3 - Enter Transfer Case information.*

Choose the county/district to transfer the case to.



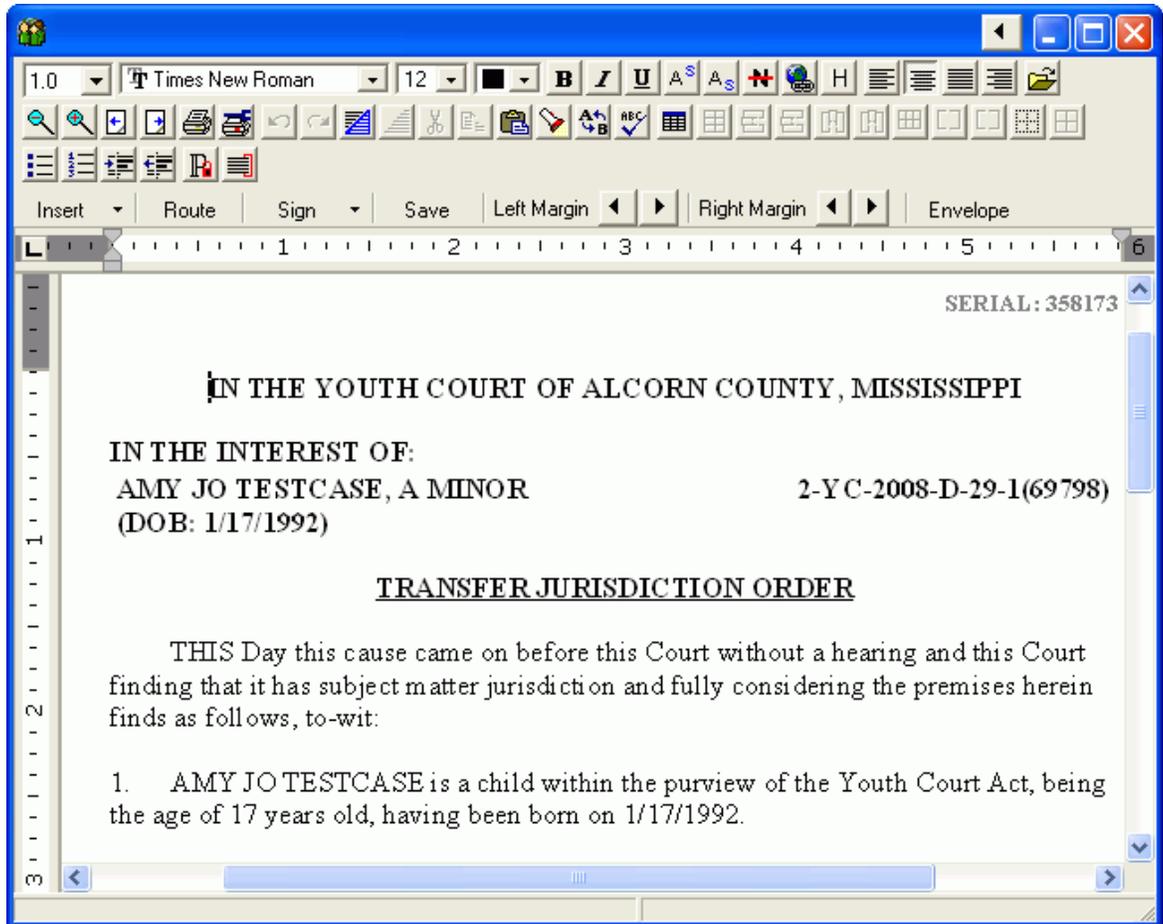
Choose transfer date.



Click OK.



► *Step 4 - Click on the Edit menu and choose Create Transfer Jurisdiction Order.*



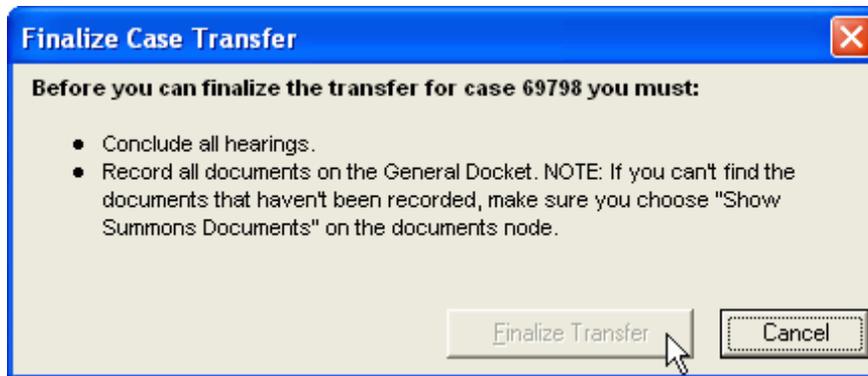
Route the document for e-signature or print the document for ink signing.

► *Step 5 - Finalize case transfer.*

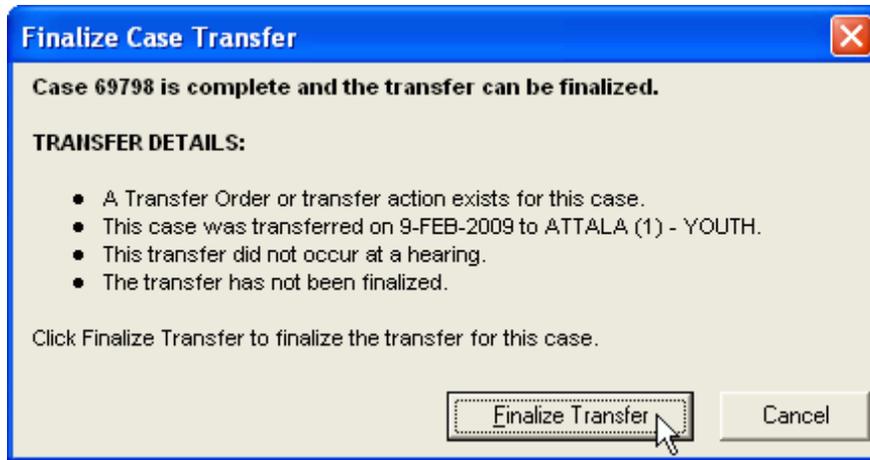
Click on the Edit menu and choose Finalize Case Transfer.



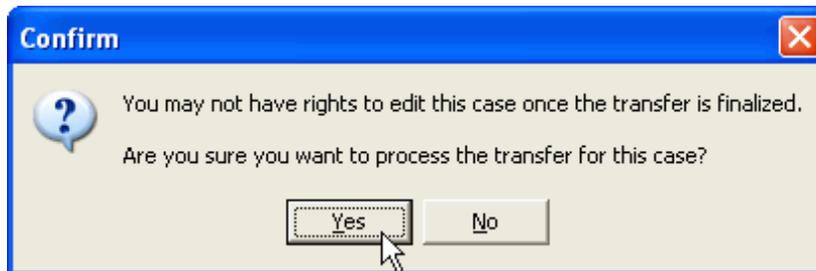
The OK button on the Finalize Case Transfer may be grayed out like the image below. All hearings must be concluded (see section 11.0 - Hearings) and all documents must be recorded ([see section 7.5 - Recording Documents](#)) before you can proceed.



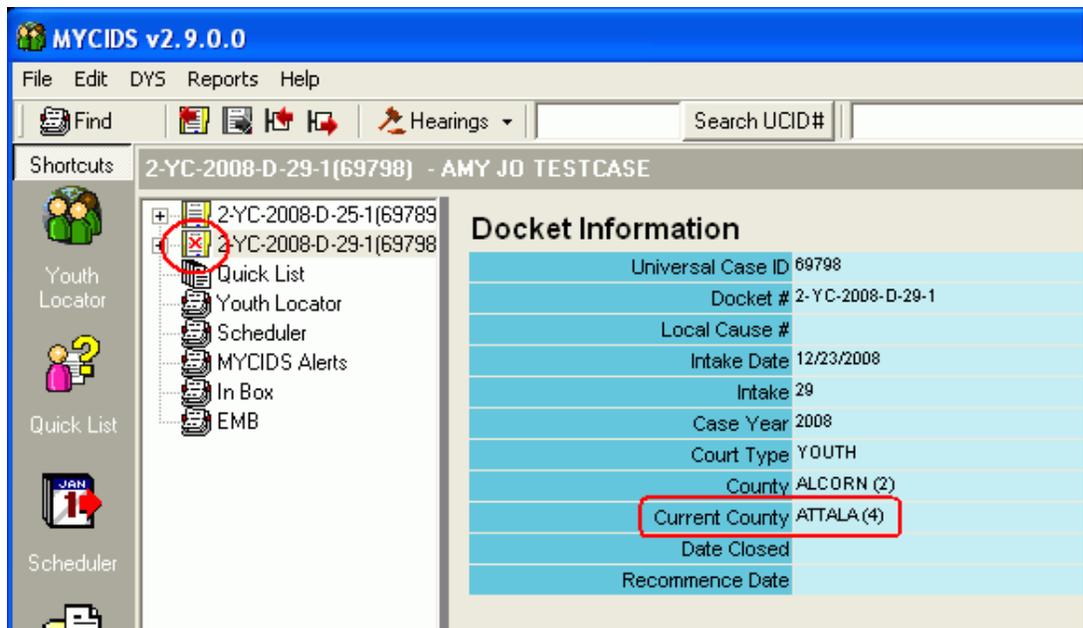
Once all hearings have been concluded and documents have been recorded, the finalize transfer button will be available. Click Finalize Transfer.



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.

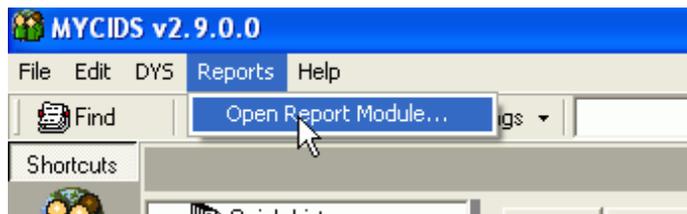


Reports

- ▶ [22.1 - Submit Reports for Generation](#)
- ▶ [22.2 - Download Generated Reports](#)
- ▶ [22.3 - Remove Reports from Reports Listing](#)
- ▶ [22.4 - Report Breakdowns](#)

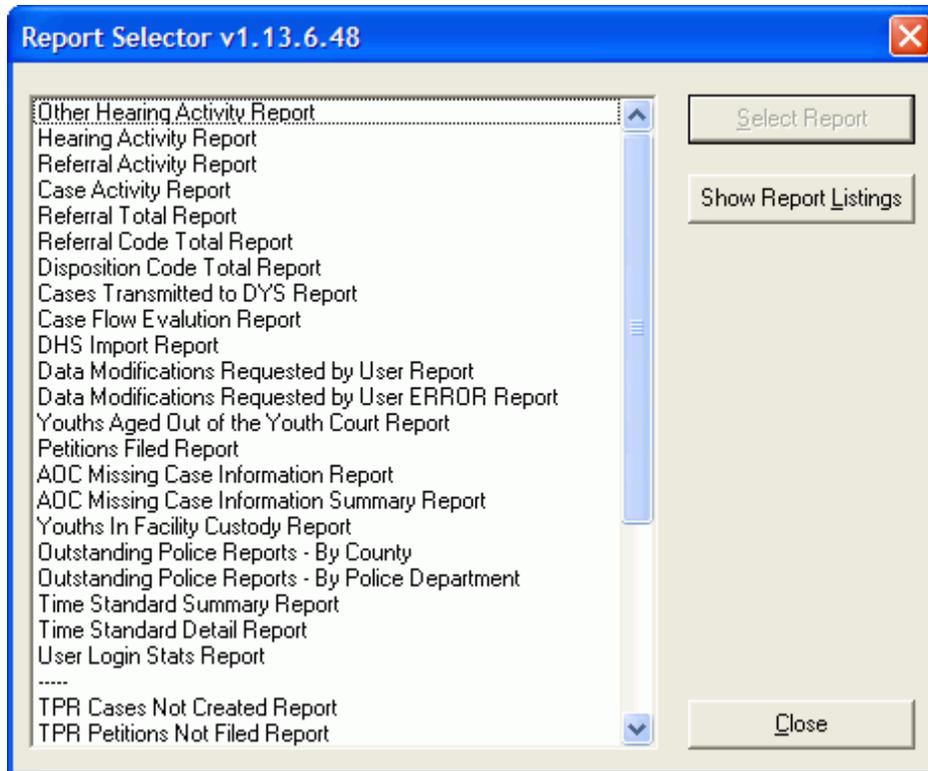
22.1 - Submit Reports for Generation

- ▶ *Step 1 - Choose "Open Reports Module..." from the edit menu.*

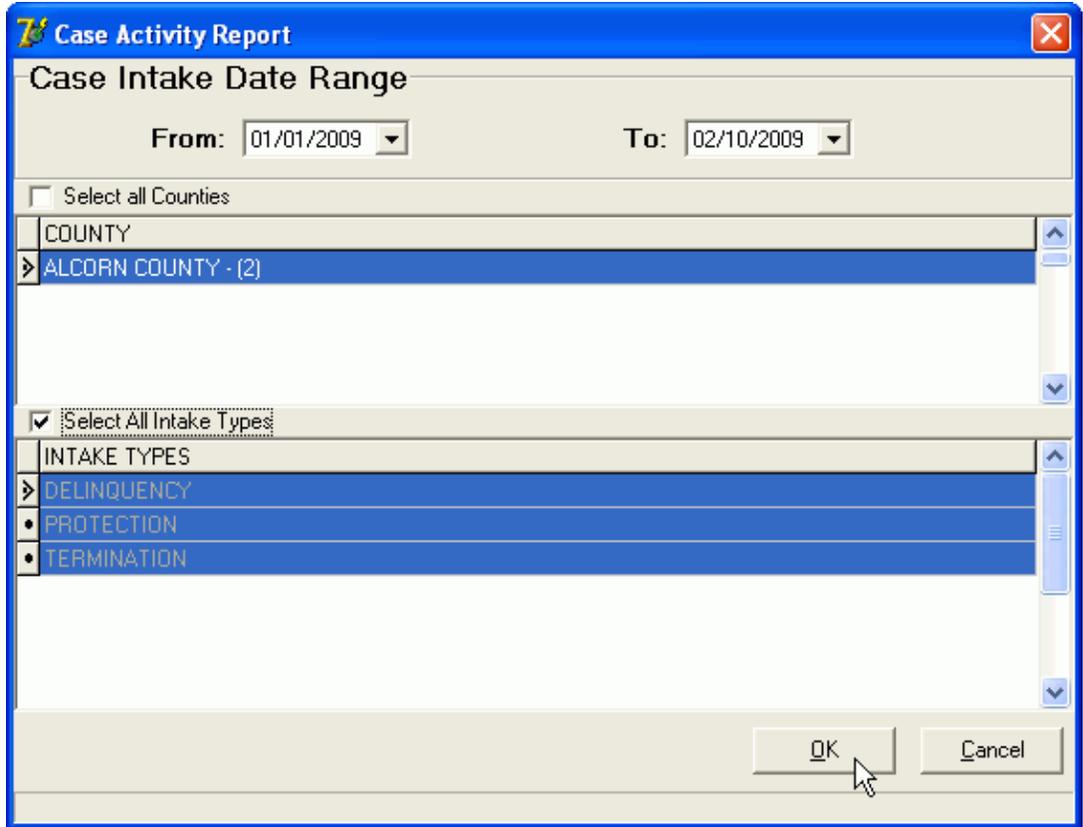


- ▶ *Step 2 - Choose a report to generate from the Report Selector window.*

After choosing a report from the list, click the Select Report button.

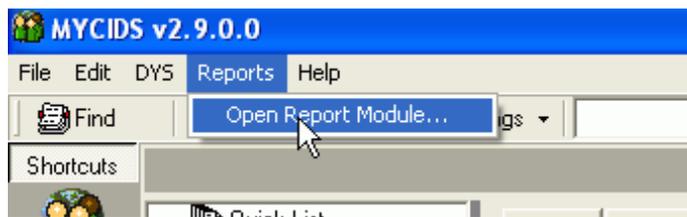


- ▶ *Step 3 - Enter the criteria for the report and click OK.*

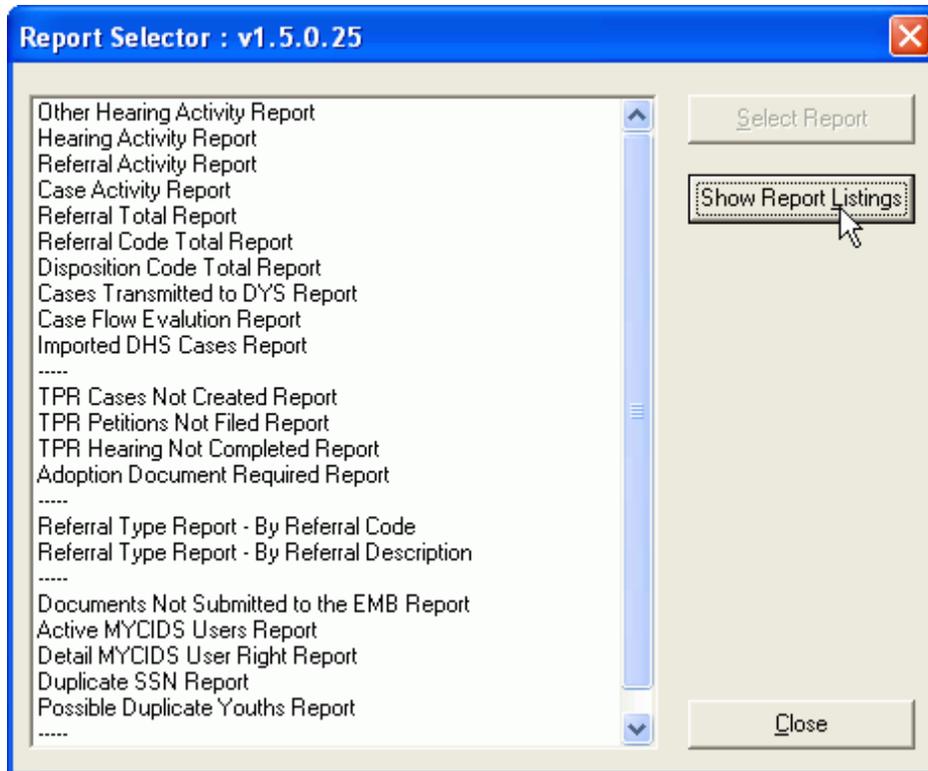


22.2 - Download Generated Reports

- ▶ *Step 1 - Choose "Open Reports Module..." from the edit menu.*

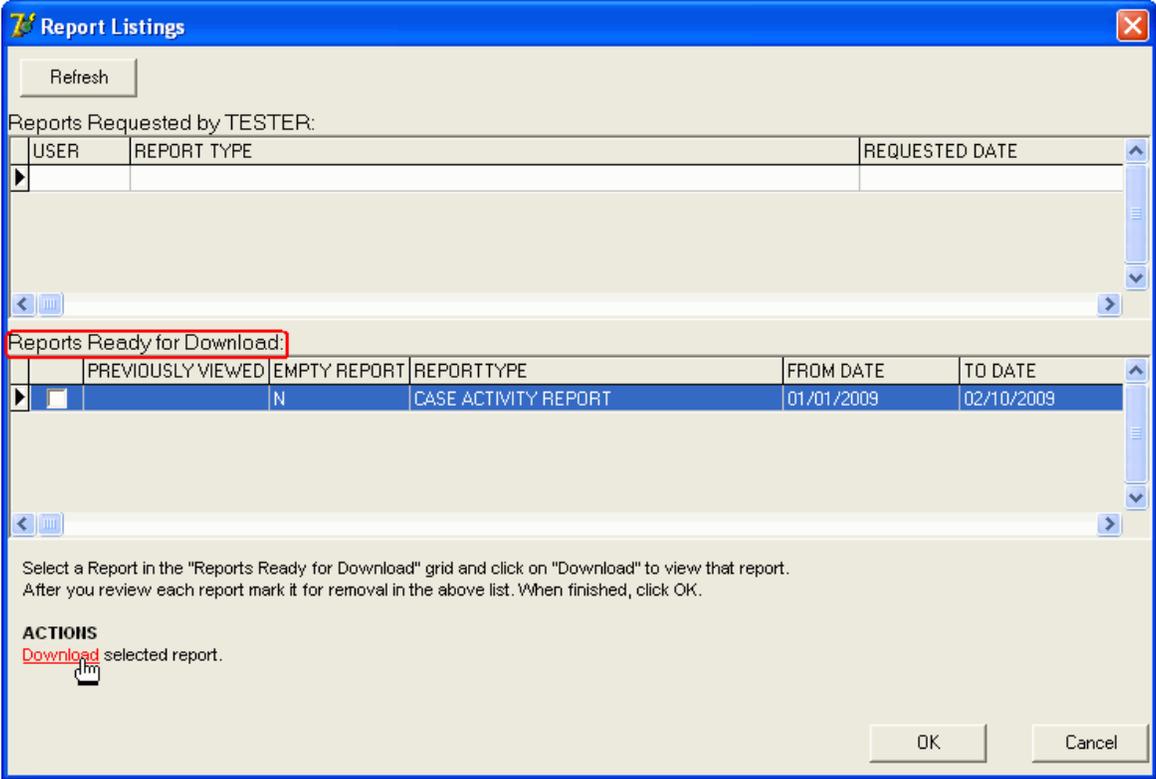


- ▶ *Step 2 - Click on the Show Report Listings button in the Reports Selector.*

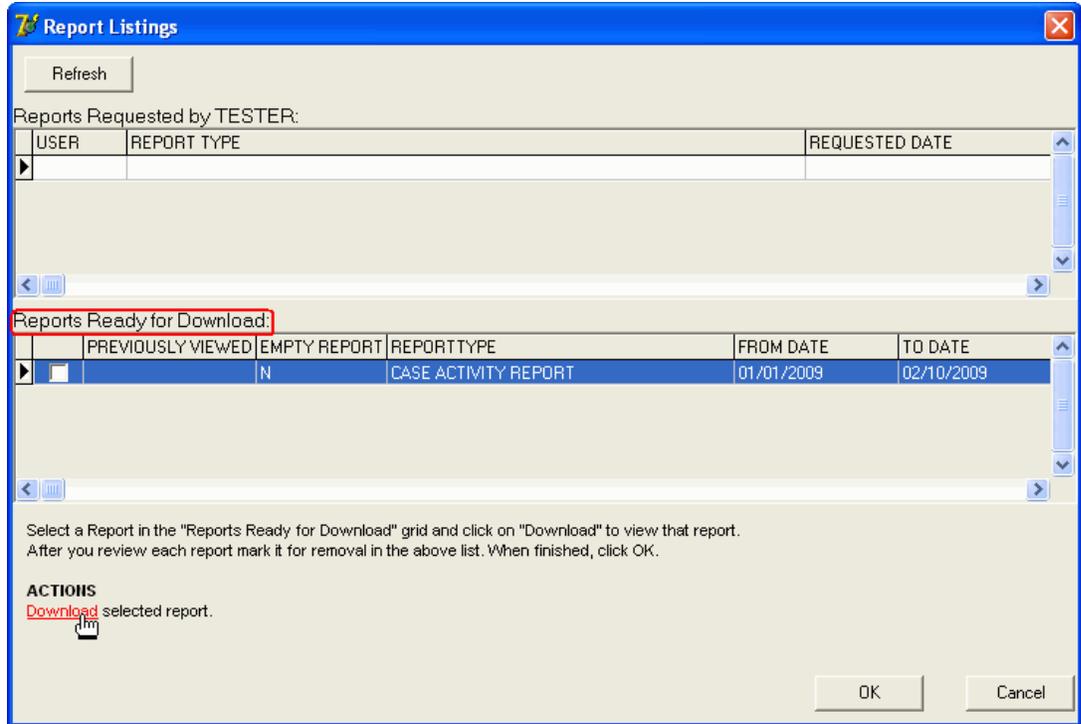


► *Step 3 - Download a report.*

Once the report is ready, it will appear under "Reports Ready for Download." Select the report and click the download action.

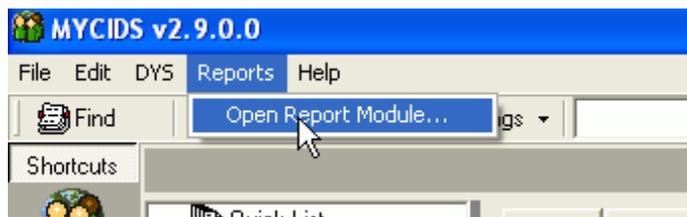


Once the report is ready, it will appear under "Reports Ready for Download." Select the report and click the download action.

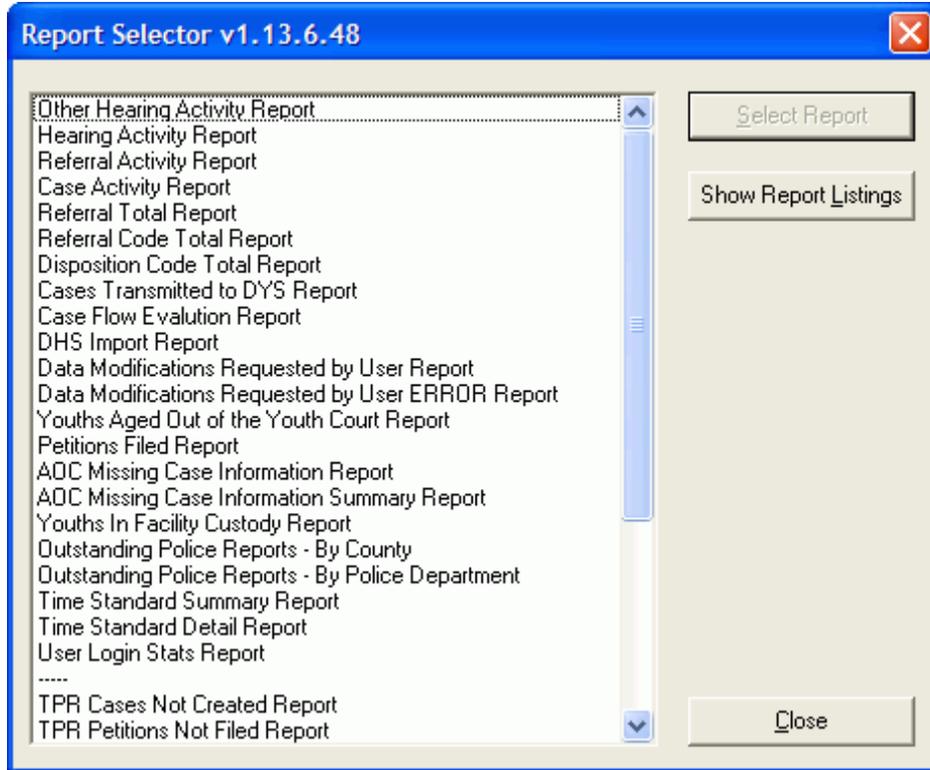


22.3 - Remove Reports from Reports Listing

- ▶ *Step 1 - Choose "Open Reports Module..." from the edit menu.*

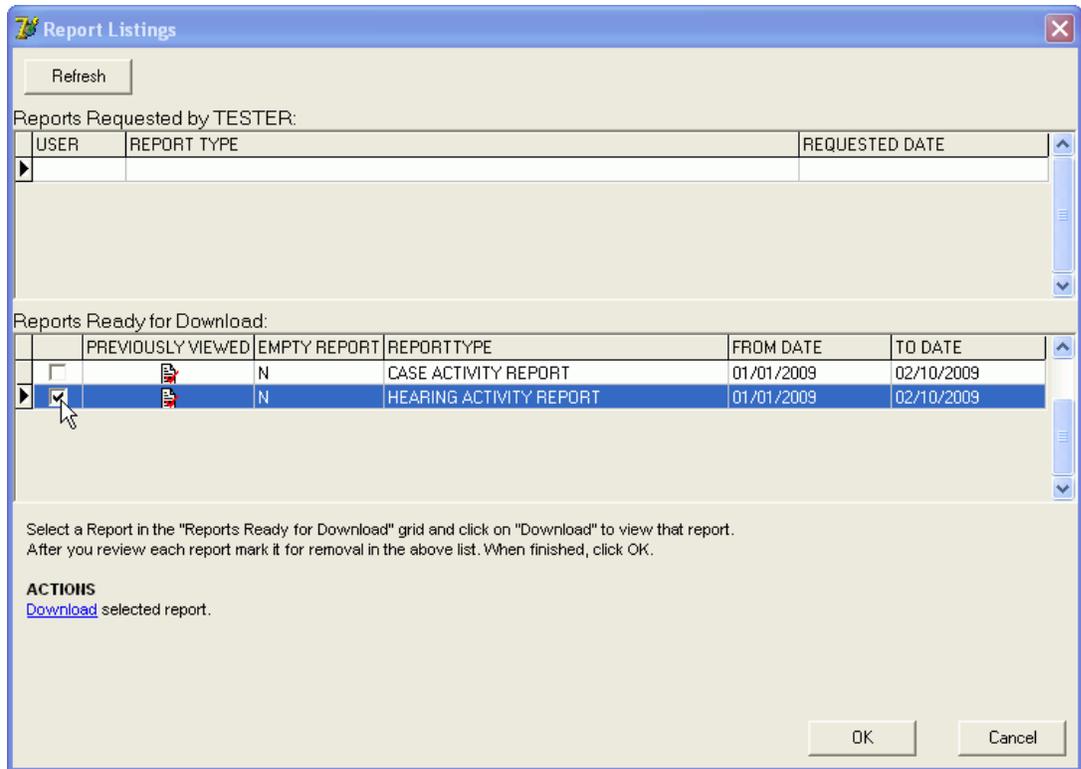


- ▶ *Step 2 - Click on the Show Report Listings button in the Reports Selector.*



► *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.

22.4 - Report Breakdowns

The list below contains documents that provide a breakdown and detailed explanation of the listed report. These are separate documents and can be individually printed out as needed. Click on the appropriate link below for the report breakdown. If a report is not listed, contact MYCIDS support for additional assistance.

- [AOC Missing Case Information report](#)
- [AOC Missing Case Information Detail report](#)
- [Time Standard Summary report](#)
- [Time Standard Detail report](#)

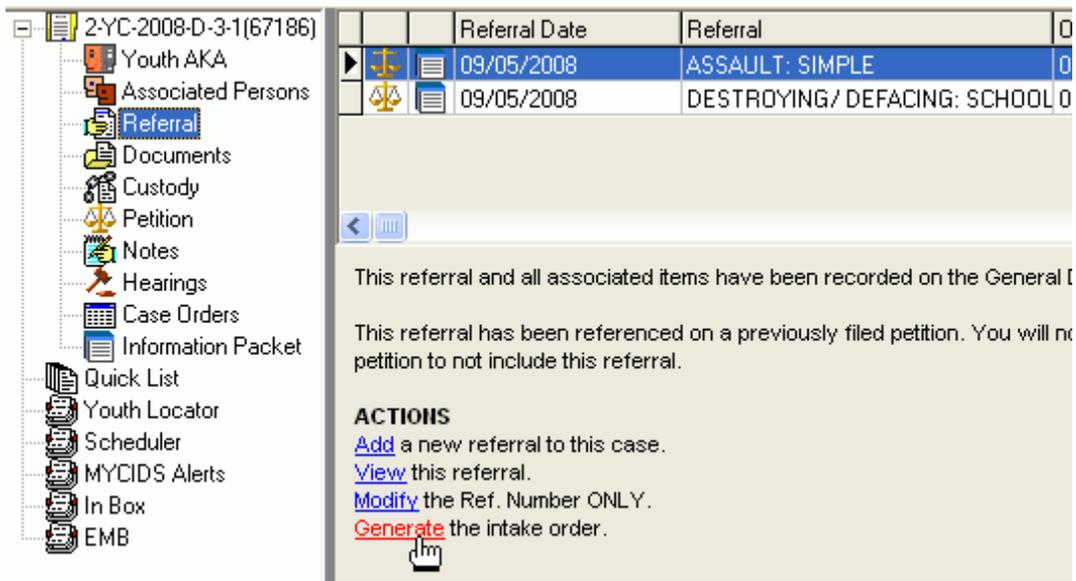
Word Processor

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.

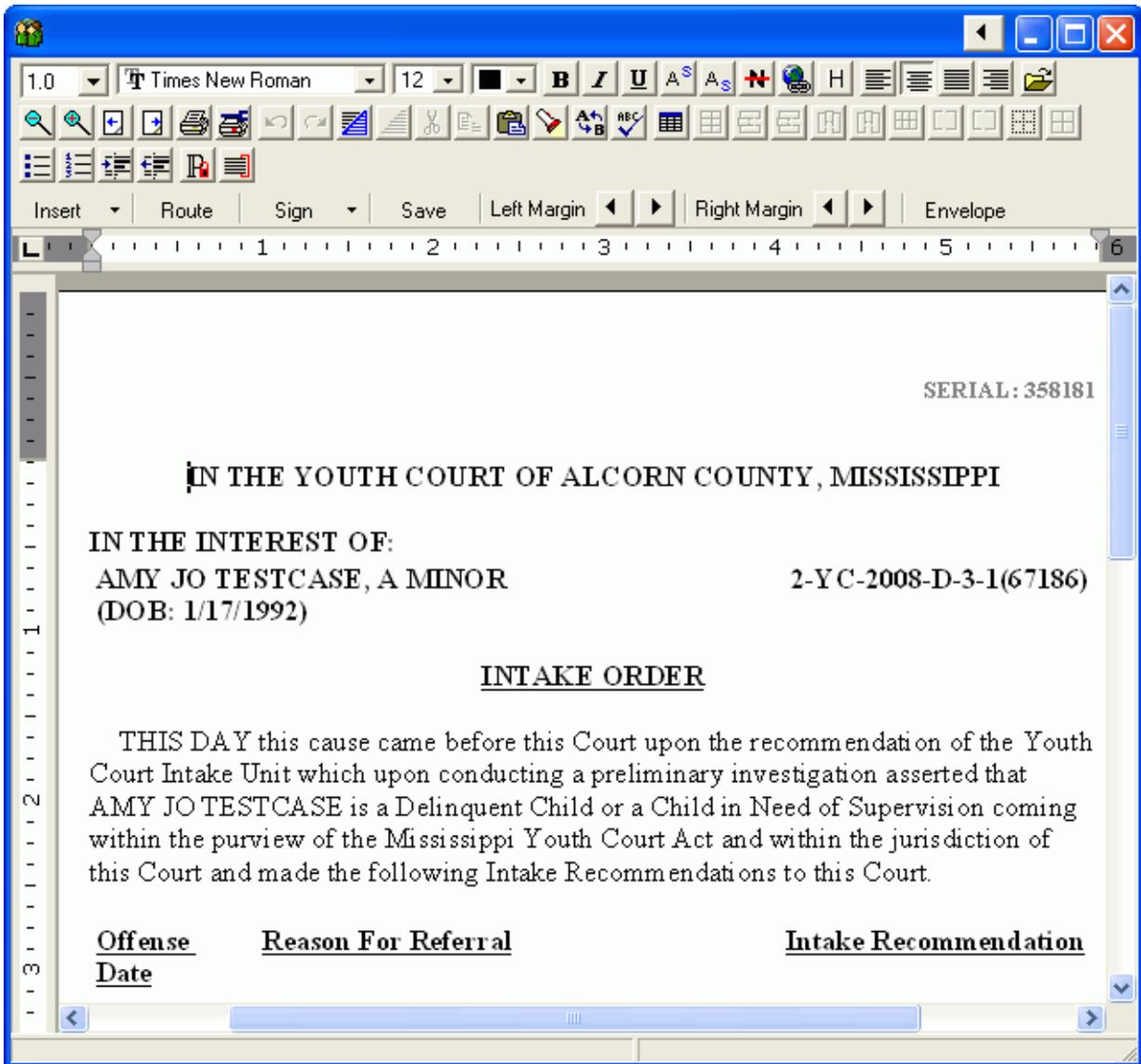
The MYCIDS word processing application produces documents using standard document templates and specific information recorded for the selected case. The document template used is determined by the type of document being generated.

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.

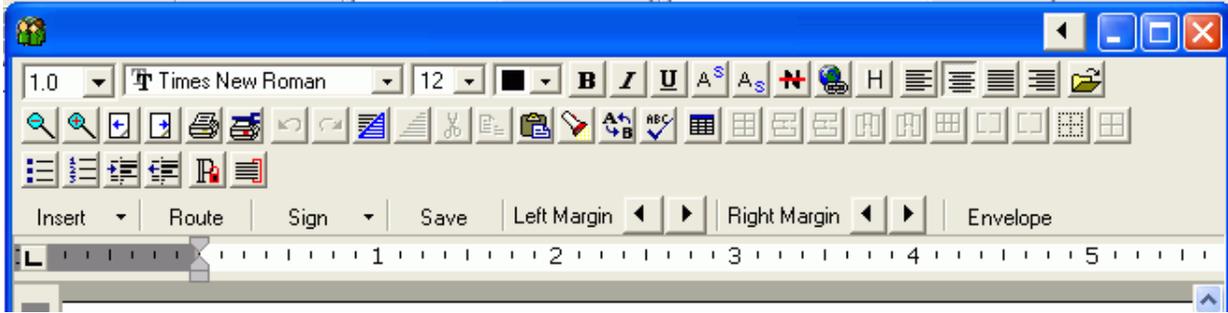


The generated document is displayed in the MYCIDS word processor. The text generated by MYCIDS can be edited, and any revisions or additions may be saved to the document.

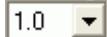


- ▶ [23.1 - Toolbar](#)
- ▶ [23.2 - Inserting Standard Text](#)
- ▶ [23.3 - Routing Documents](#)
- ▶ [23.4 - Electronic Signing](#)
- ▶ [23.5 - Change PIN on Signature Key](#)

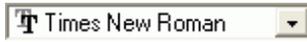
23.1 - Toolbar



Line Spacing



Font Name



Font Size



Font Color



Bold



Italic



Underline



Superscript



Subscript



Strike Out



Hyperlink



Hidden



Left Align



Center Align



Open



Zoom Out



Zoom In



Prior Page



Next Page



Print



Printer Setup



Undo



Redo



Select All



Hide Selection



Cut



Copy



Paste



Spell Check



Create Table



Select Row



Insert Row



Delete Row



Insert Column



Delete Column



Select Column



Split Cell



Combine Cells



Switch Borders Off



Bullets



Numbers



Next Level



Justified



Right Align



Find



Replace



Prior Level



Paragraph Protect

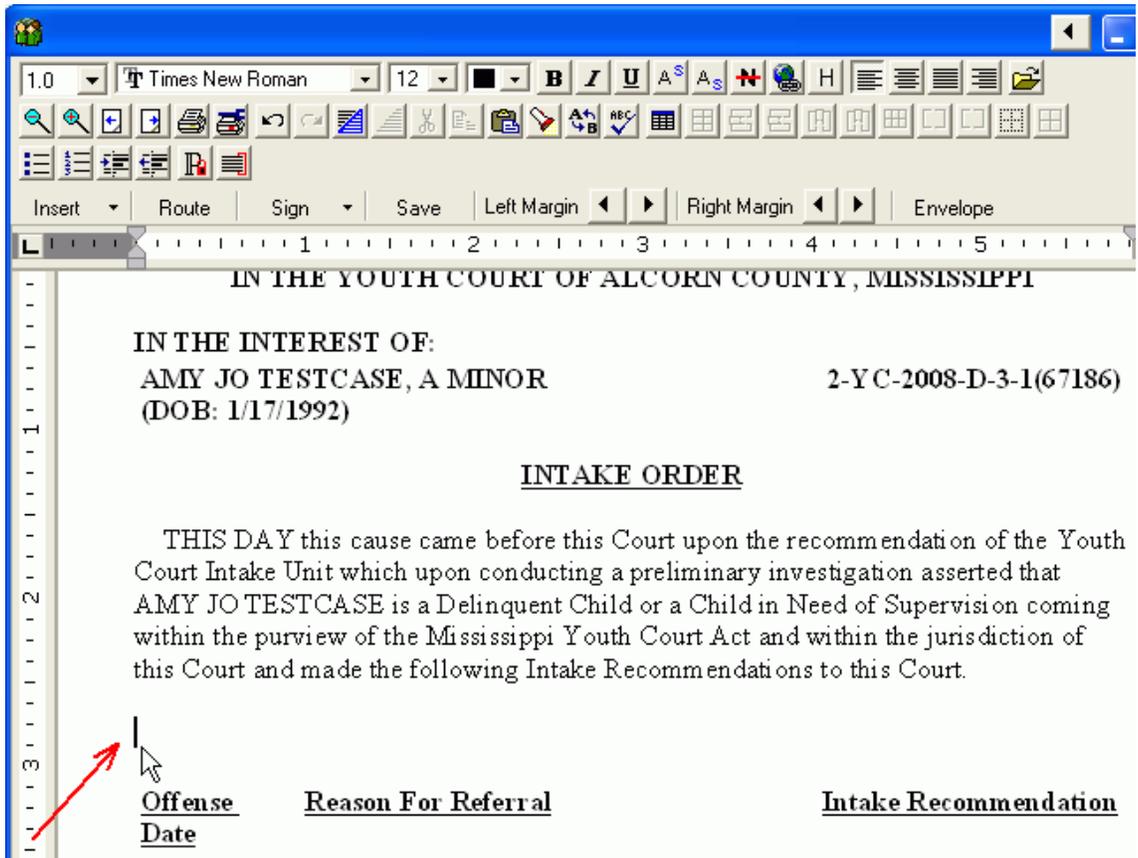


Keep Paragraph Together

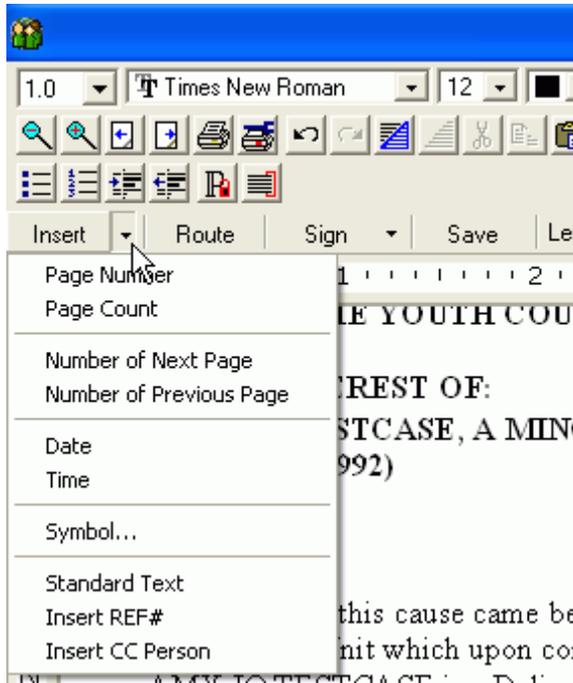


23.2 - Inserting Standard Text

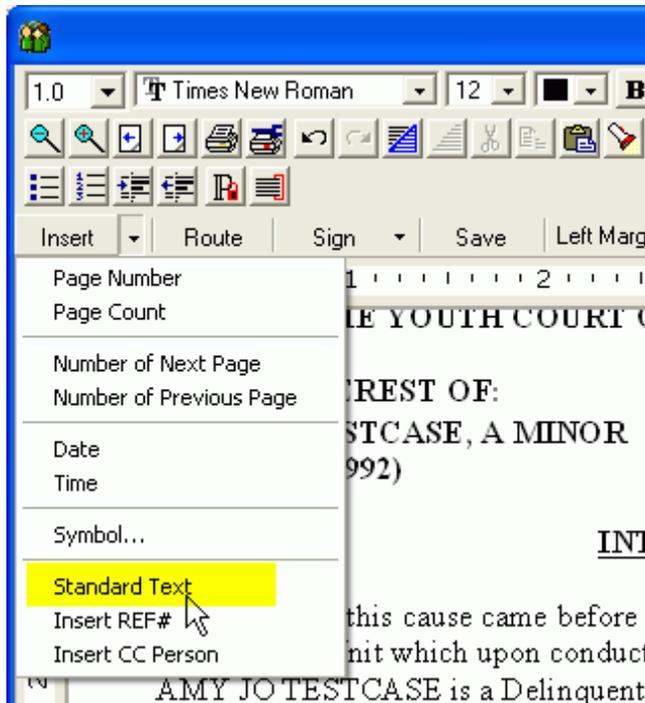
- ▶ *Step 1 - Within the MYCIDS Word Processor, place cursor where the text needs to be inserted into the document.*



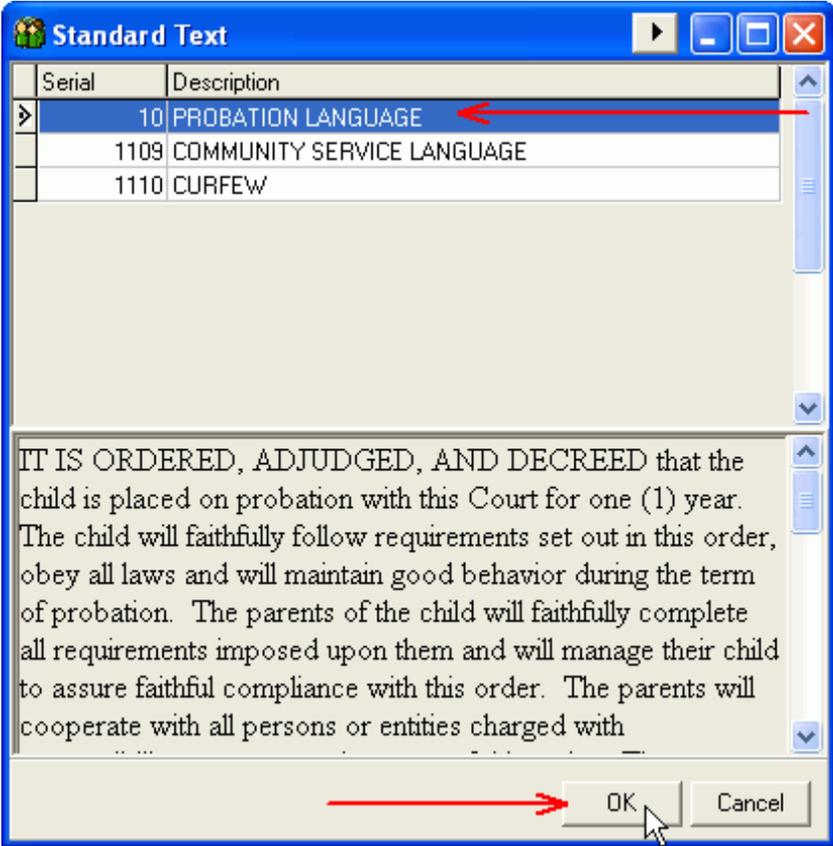
- ▶ *Step 2 - Click the down arrow next to Insert on the toolbar.*

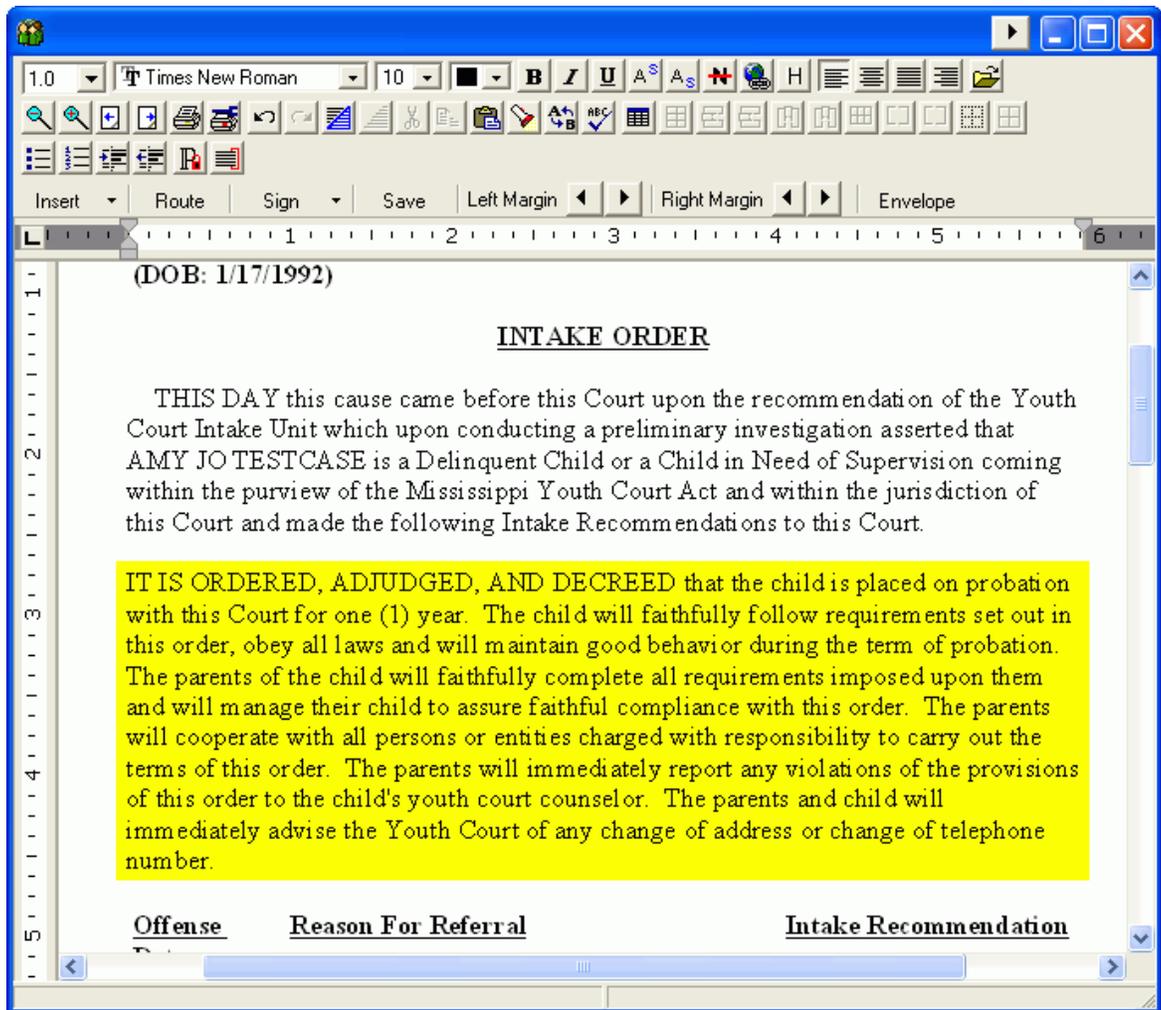


► *Step 3 - Choose Standard Text from the menu.*



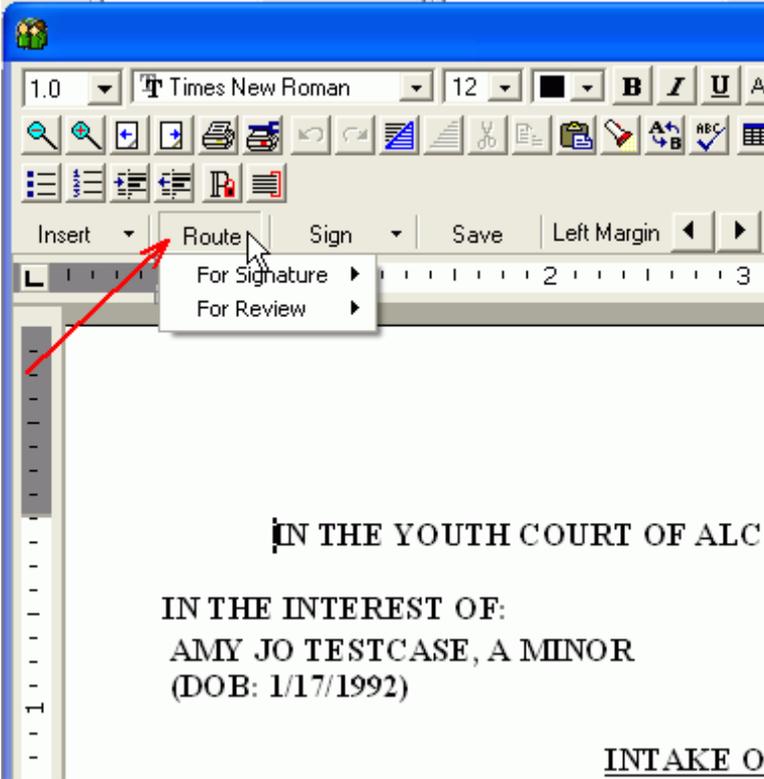
► *Step 4 - Choose the Standard text to be inserted and click OK.*



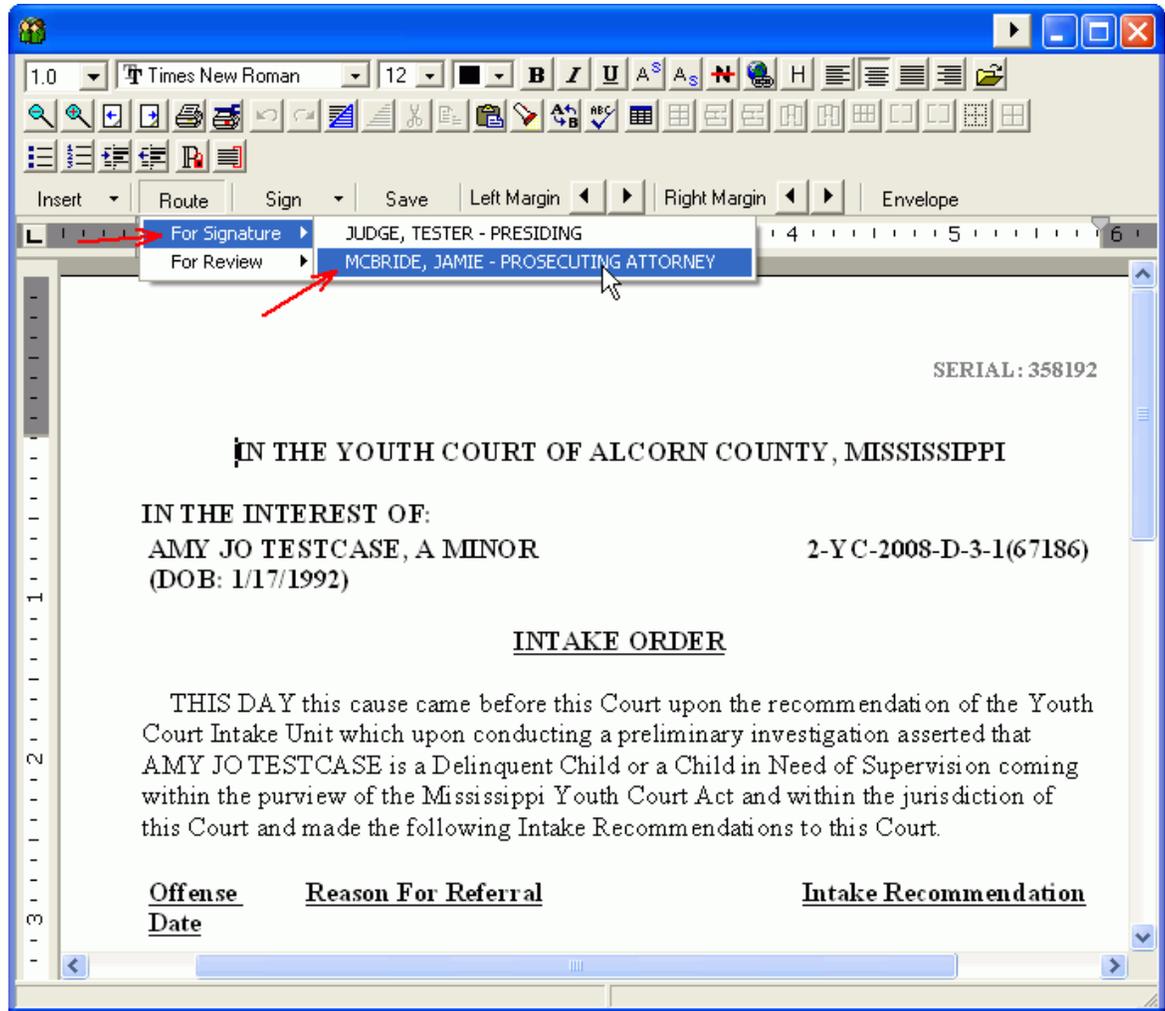


23.3 - Routing Documents

- ▶ *Step 1 - Within the MYCIDS Word Processor, click on the Route button.*

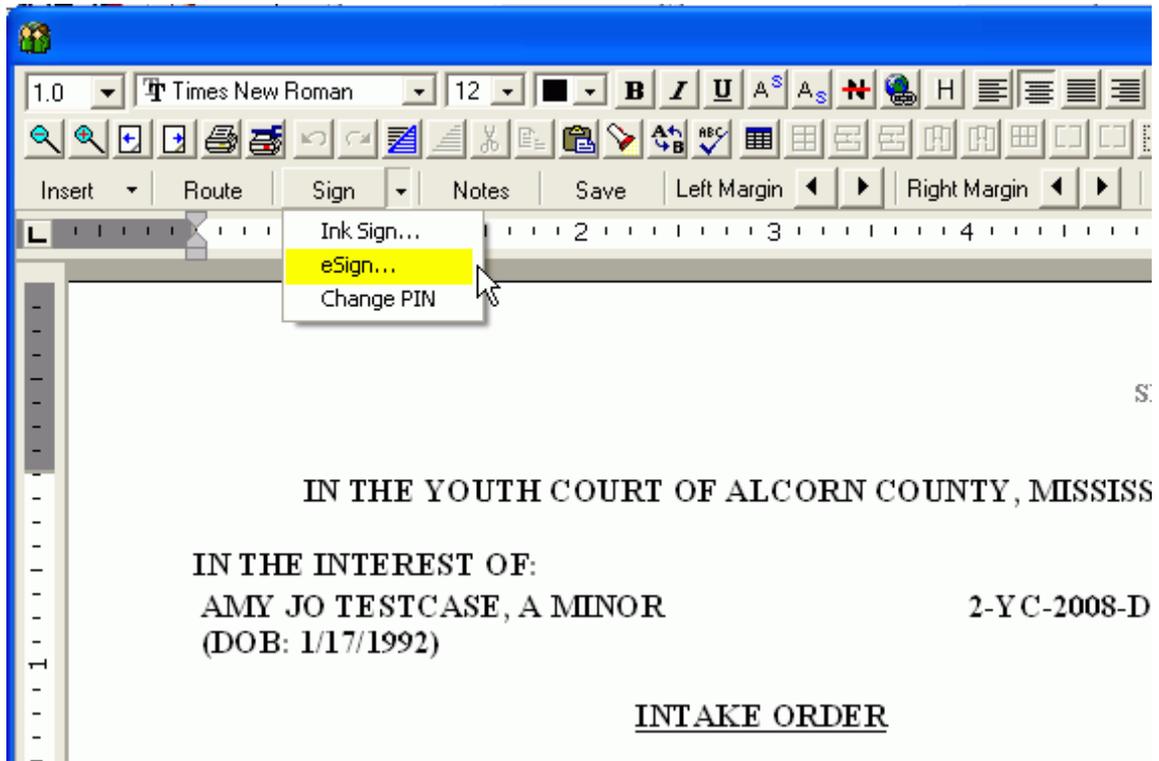


- ▶ *Step 2 - Choose For Review or For Signature and select the appropriate person to receive the document.*

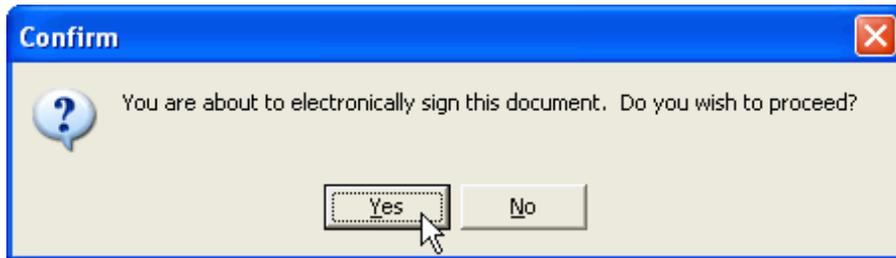


23.4 - Electronic Signing

- ▶ **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.*

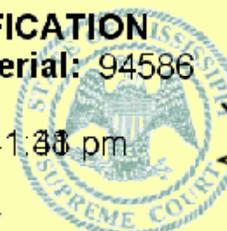


▶ *Step 4 - Enter PIN.*



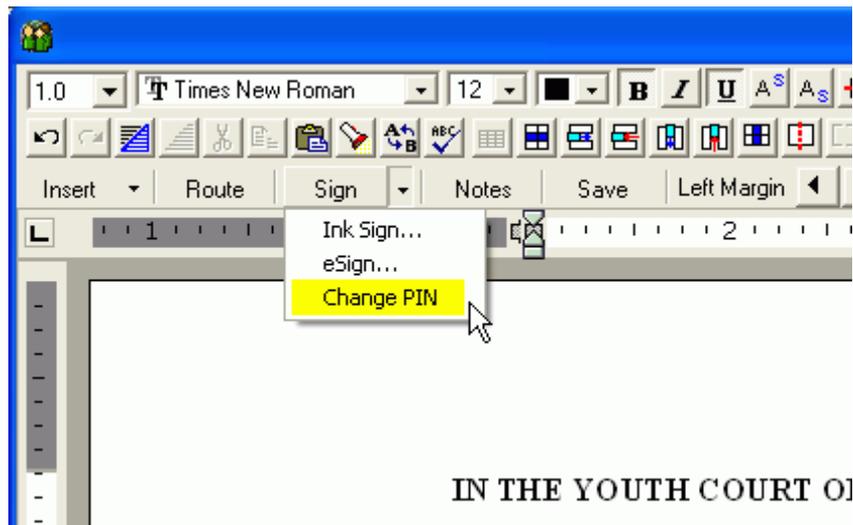
The signature will look similar to the image below.

DIGITAL SIGNATURE CERTIFICATION
User: TESTJUDGE **Sig Serial:** 94586
Org: MS SUPREME COURT
Date/Time: 02/17/2009 @ 02:41:38 pm
Location: 10.13.69.227:4035
Reason: Authorize intake order



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.*

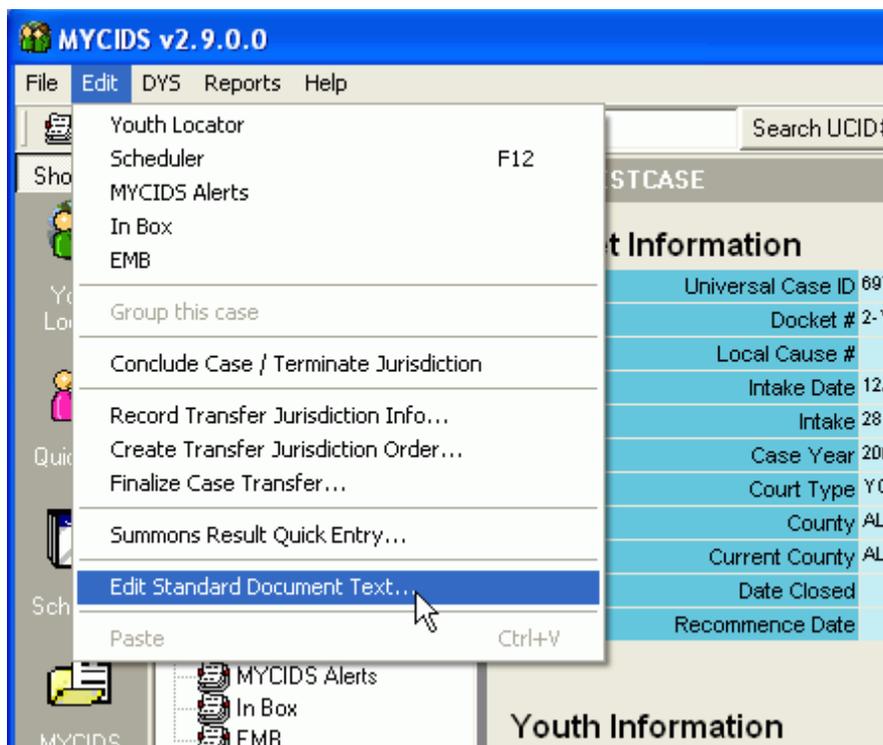


The following will appear when the PIN has been changed.



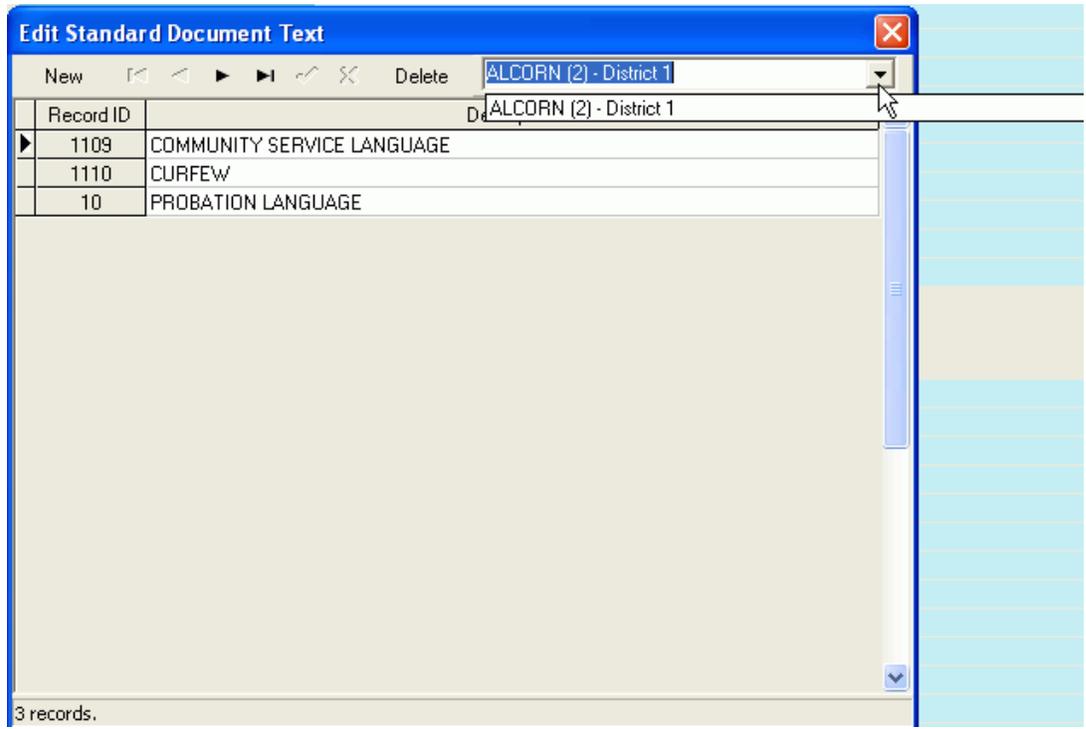
Creating Standard Text

- ▶ *Step 1 - Click on the Edit menu and choose Edit Standard Document Text...*

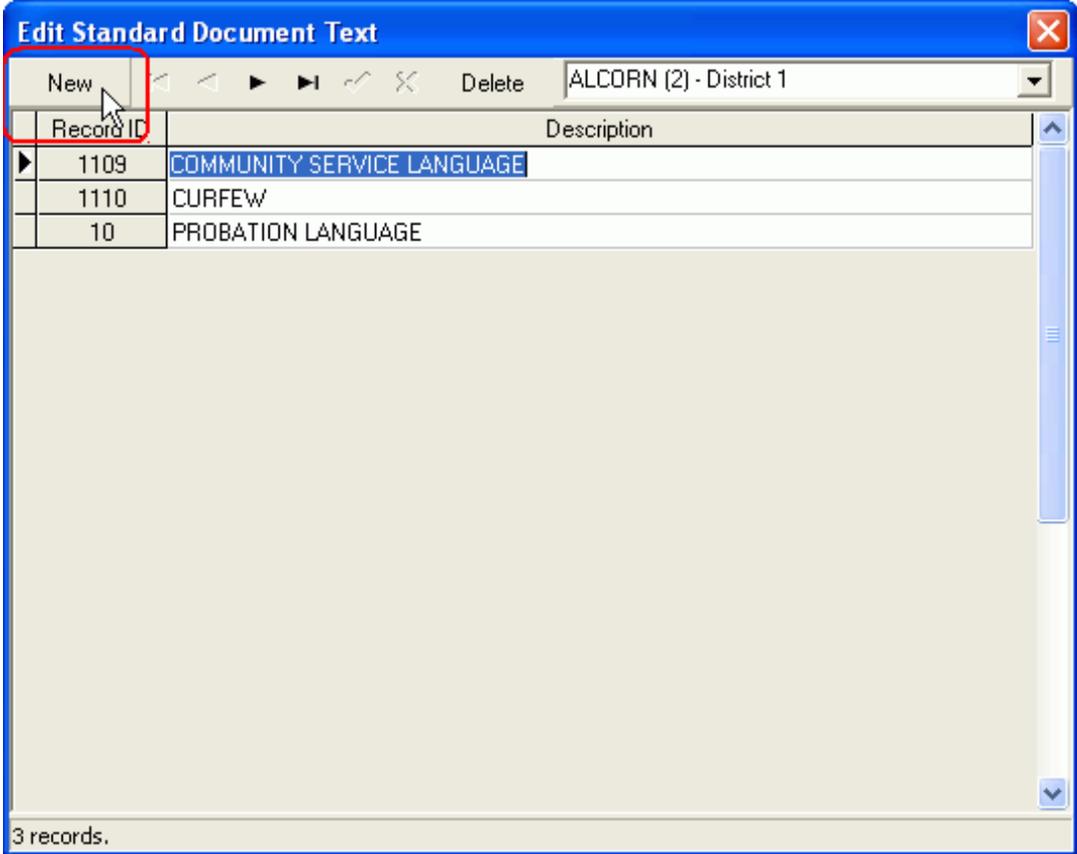


- ▶ *Step 3 - Choose the desired district.*

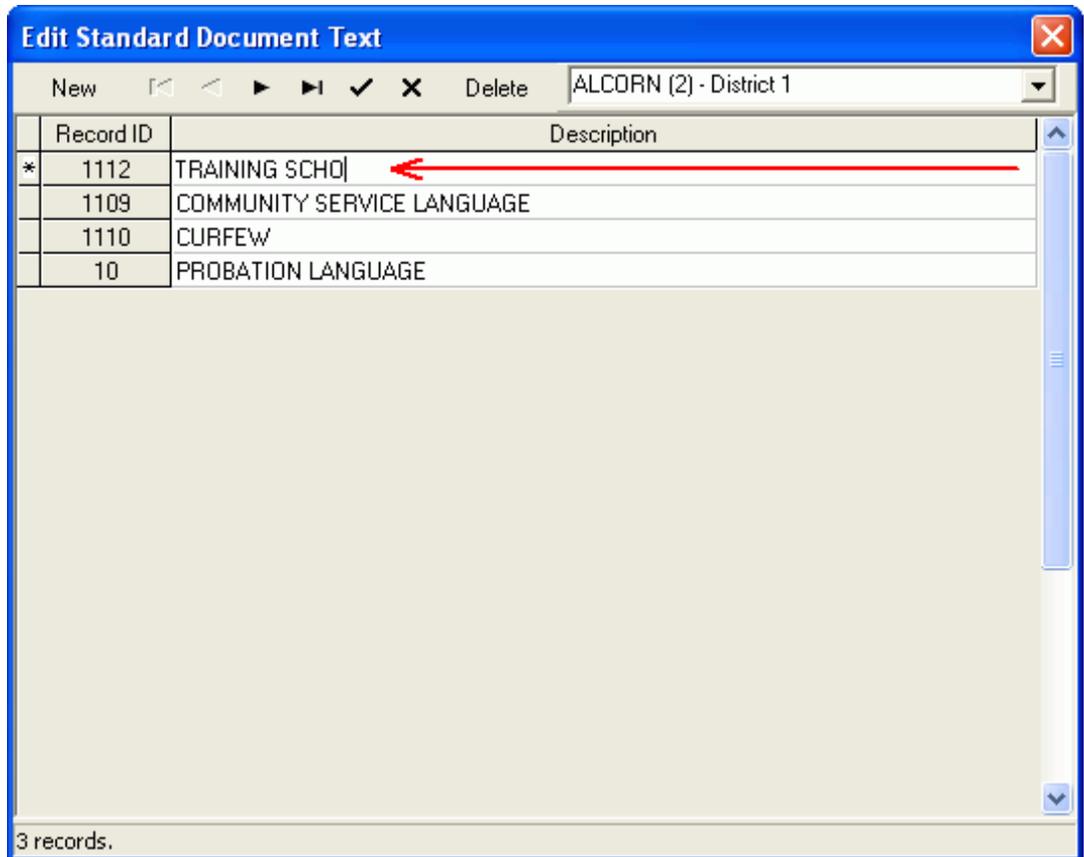
Choose the district. Depending on your individual user rights you may or may not have multiple districts to choose from.



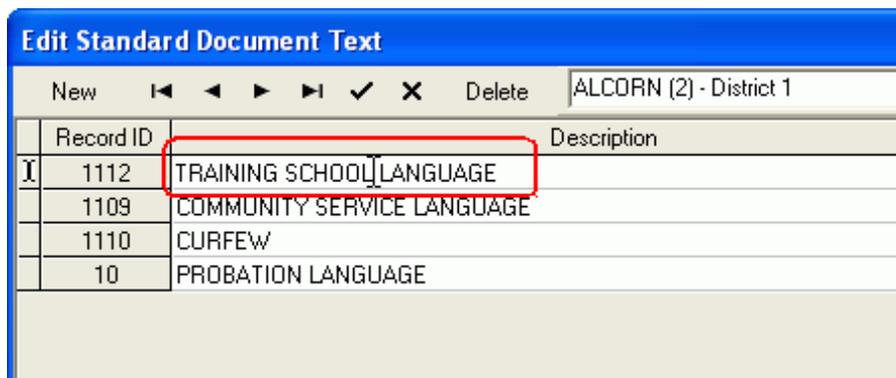
► *Step 4 - Click the new button.*



▶ *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

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

[Refresh](#) [Print](#)

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.

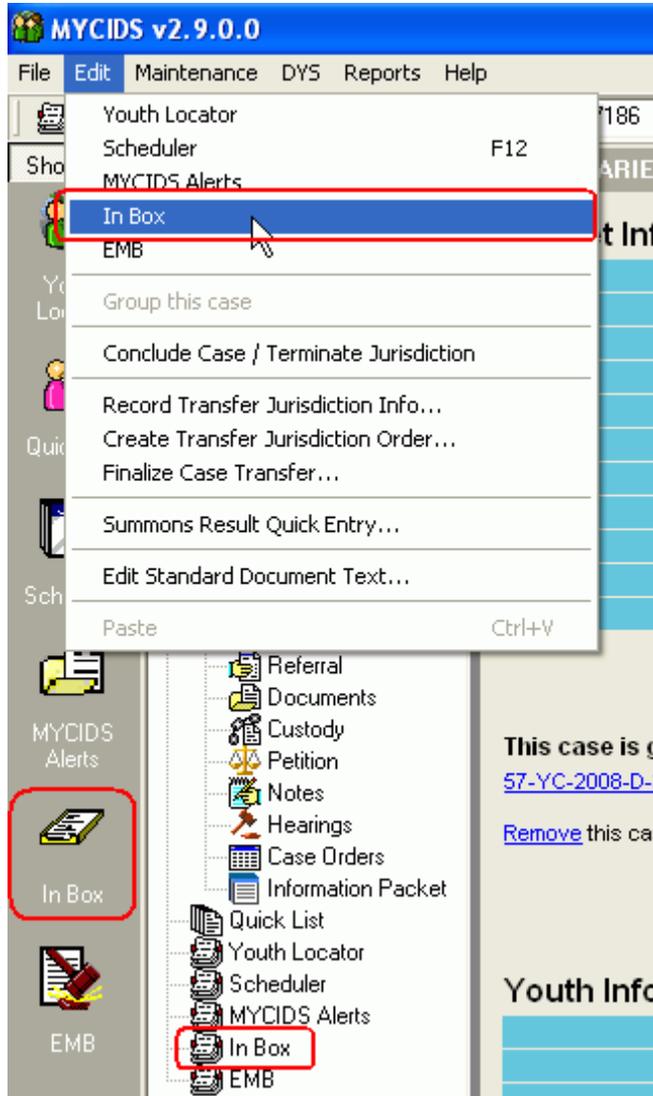
Documents that you have routed for signature:

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

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

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.

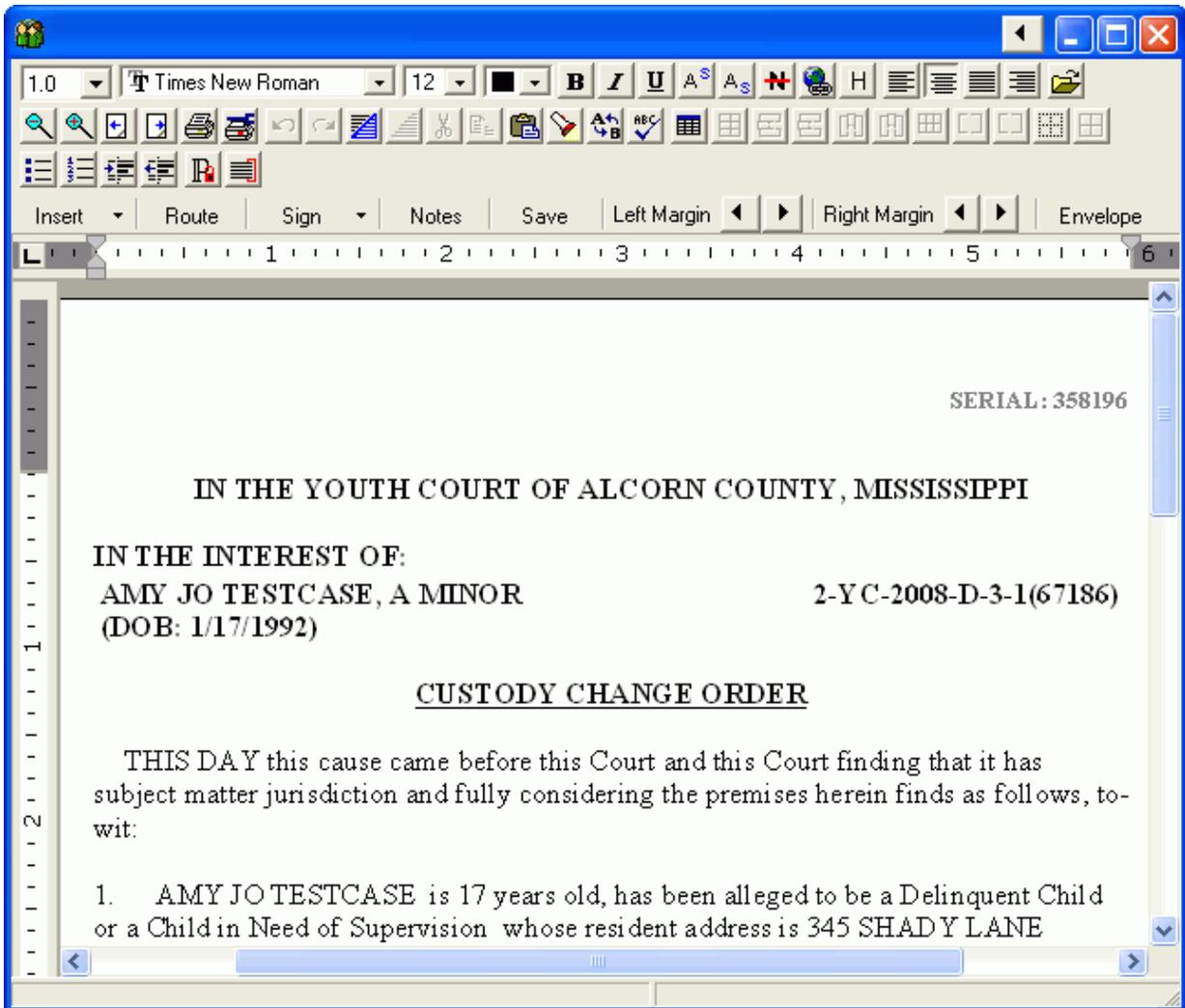
The following documents require your signature:

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

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.

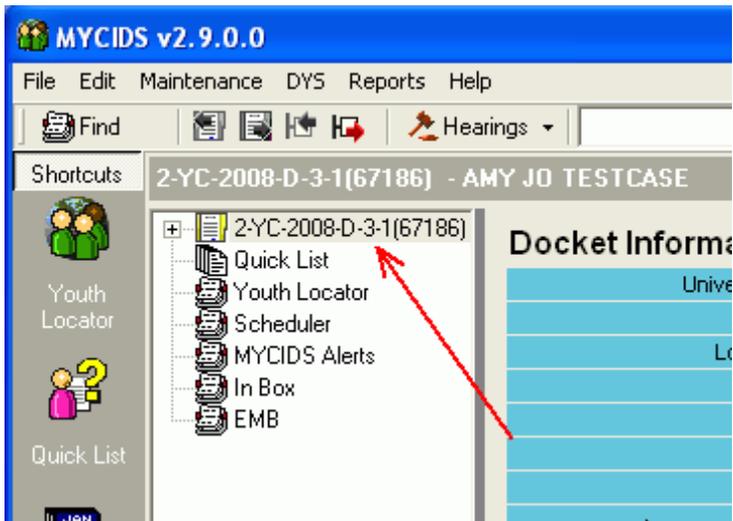
The following documents require your signature:

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

Click the refresh button.

Refresh Print

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.

25.5 - Printing Inbox List

Click the Print button.

Refresh Print

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.

General Docket Document Review

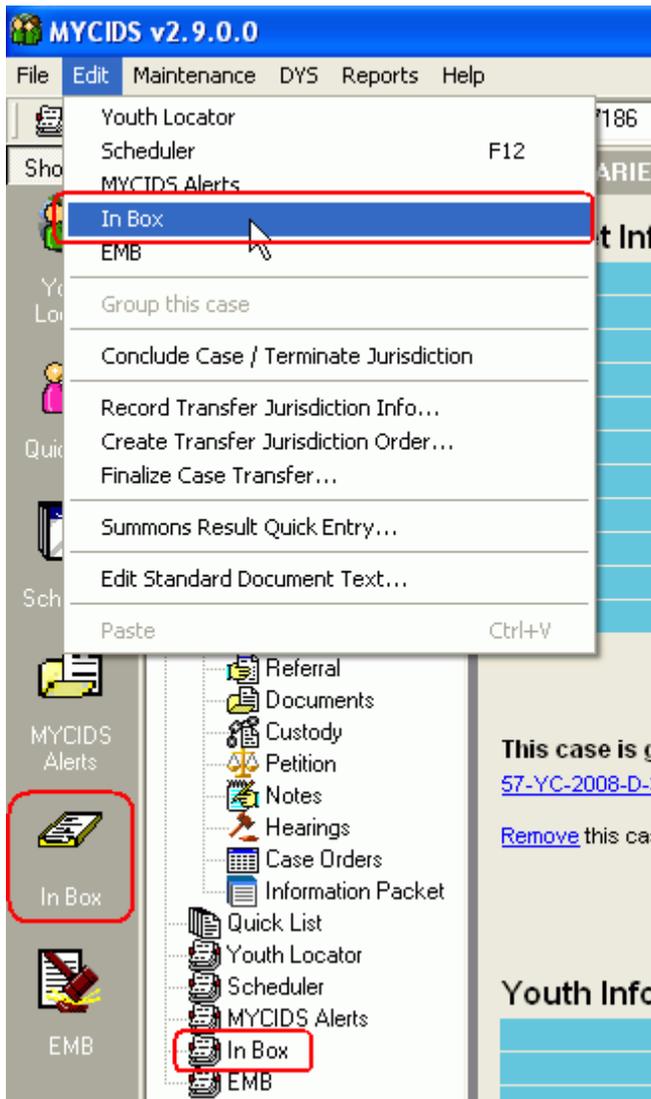
When a document is recorded to the generated document it will be added to the General Docket Document Review. From here these documents can be reviewed and registered to the Electronic Minute Book.

- ▶ [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

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

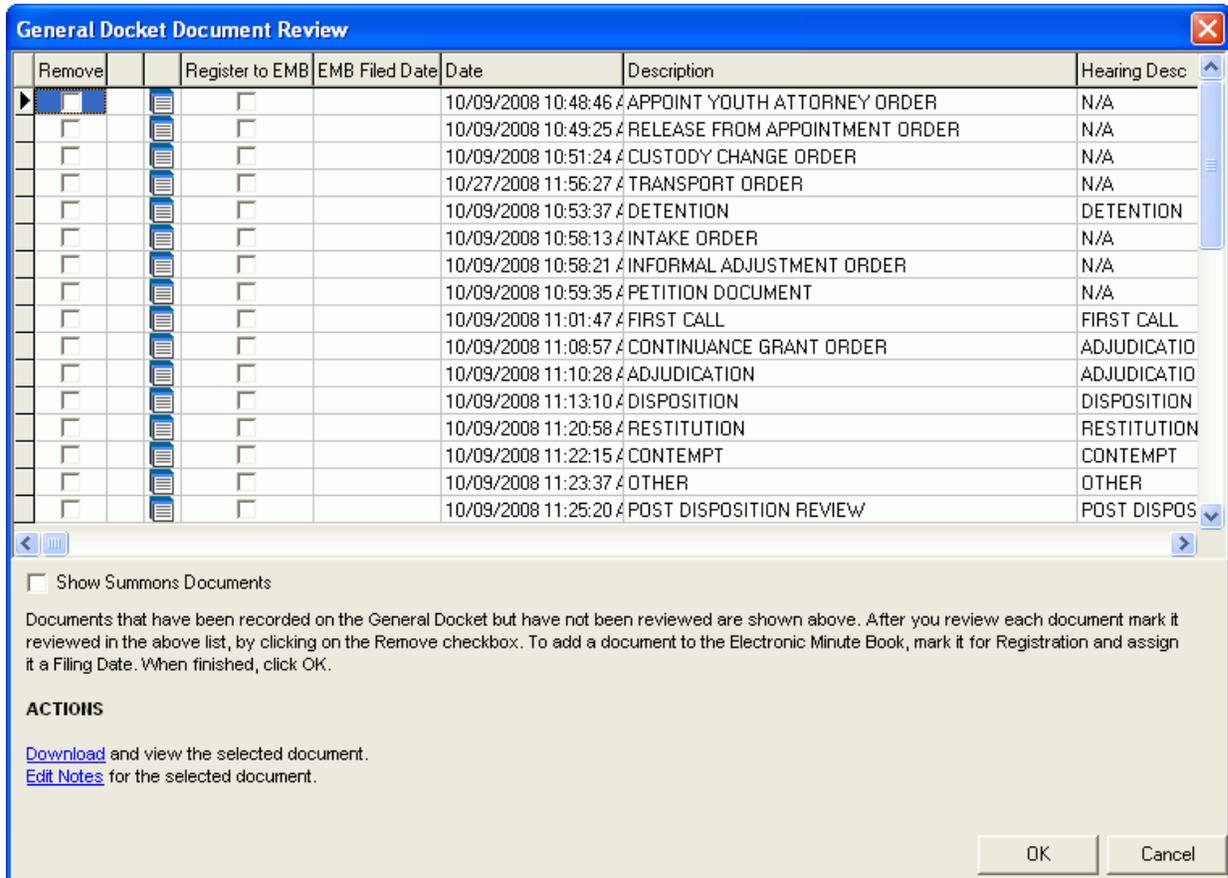
[2-YC-2008-D-3-1\(67186\) - AMY JO TESTCASE](#) - INTAKE ORDER
 Document serial 358195 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009

The following documents require your review:

Description

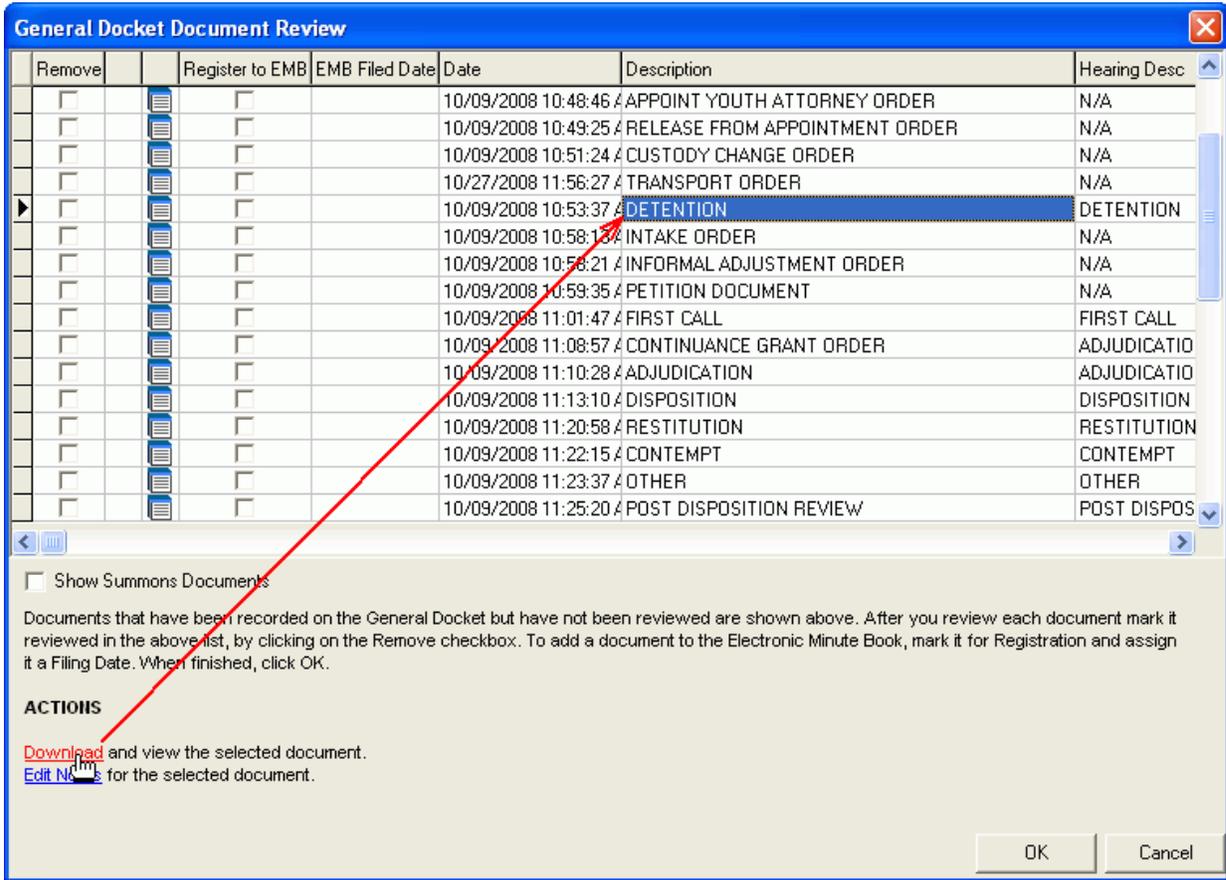
[2-YC-2008-D-3-1\(67186\) - AMY JO TESTCASE](#) - DETENTION
 Document serial 358197 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009

The General Docket Document Review window will open.



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.



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 DOCUMEN
	<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	INTAF
<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

► *Step 1 - Click the Remove check box next to the items to remove.*

- ▶ [27.5 - Replace EMB entry](#)
- ▶ [27.6 - Return EMB entry](#)
- ▶ [27.7 - Search the EMB](#)

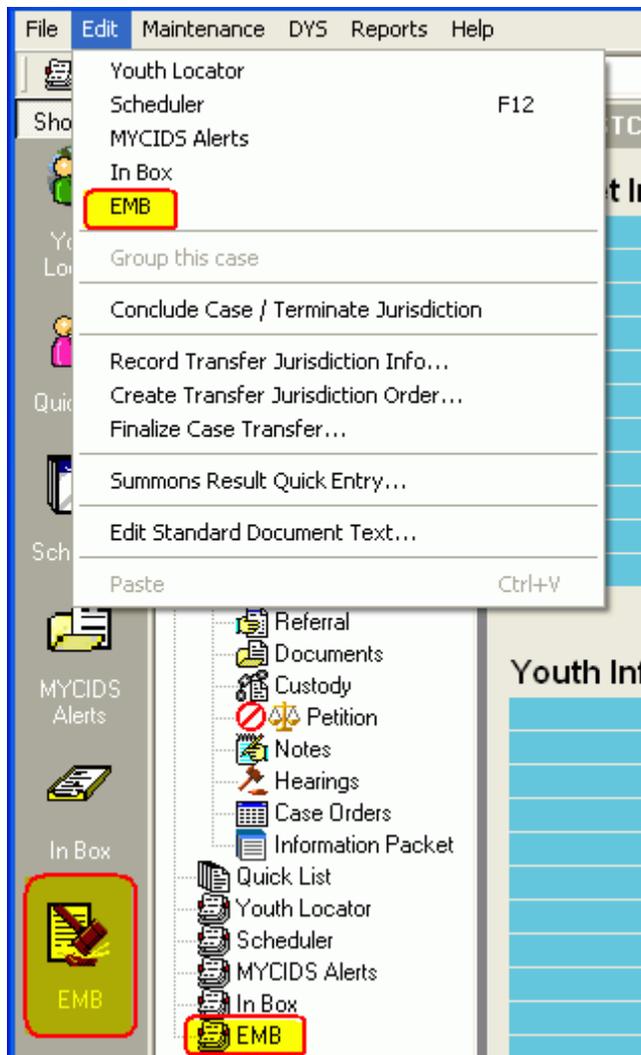
27.1 - Register Documents to the minute book

- ▶ 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

- ▶ *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.*



- ▶ *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: 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.
- [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

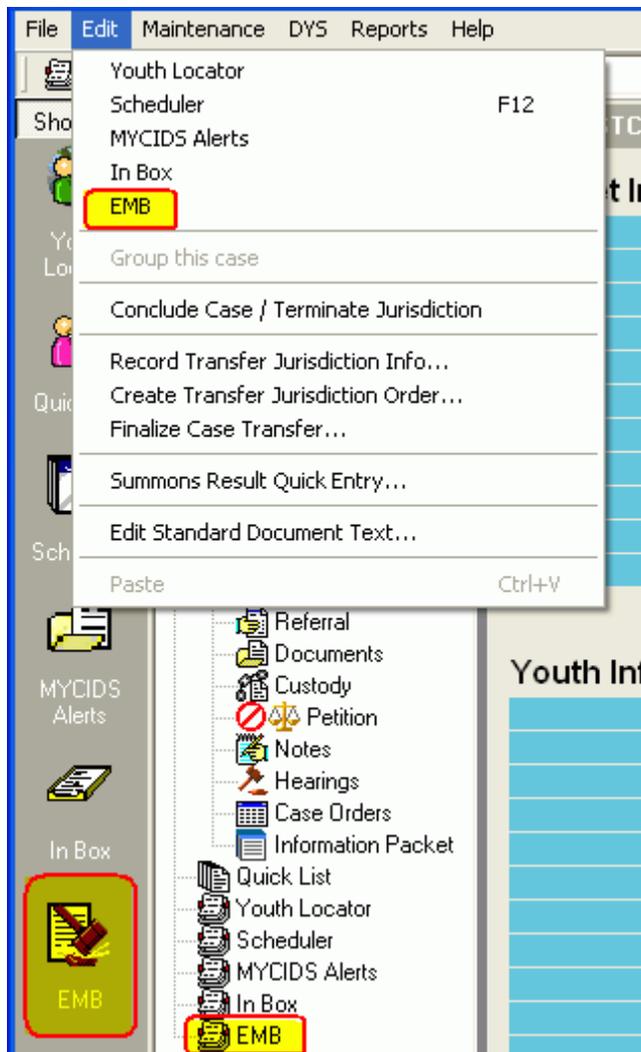
Filed Date	Submitted Date	Description	Status
03/26/2009	03/26/2009 9:10:04 AM	ADJUDICATION	Pending
03/26/2009	03/26/2009 9:10:04 AM	CONTEMPT	Pending
03/26/2009	03/26/2009 9:10:04 AM	DISPOSITION	Pending
03/26/2009	03/26/2009 9:10:04 AM	FIRST CALL	Pending
03/26/2009	03/26/2009 9:10:04 AM	INTAKE ORDER	Pending
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

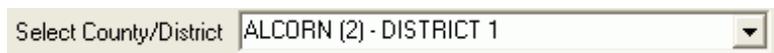
27.3 - Download EMB entry

- ▶ *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.*



- ▶ *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

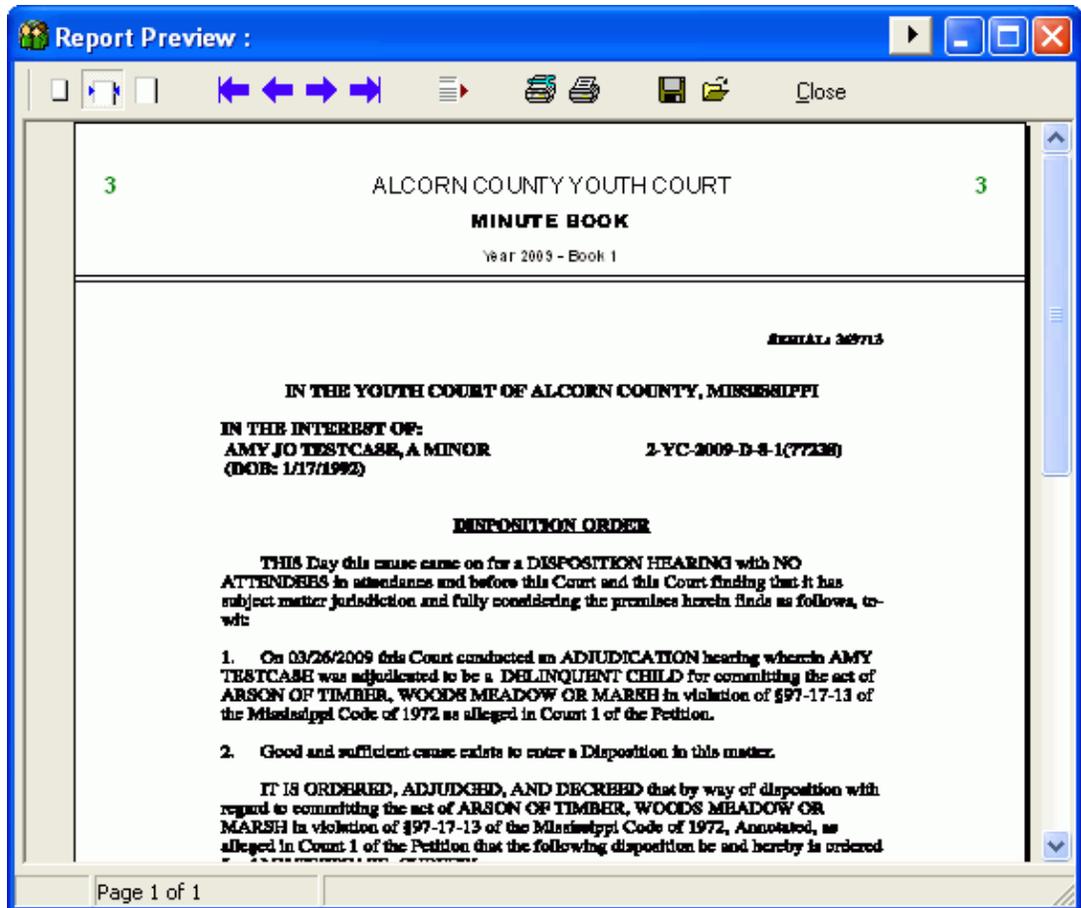
- [Download](#) the selected Electronic Minute Book entry.
- [Print](#) the selected Electronic Minute Book entry.
- [Print All](#) of the currently displayed Electronic Minute Book entries.
- [Replace](#) the selected Electronic Minute Book entry with a new document.

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.

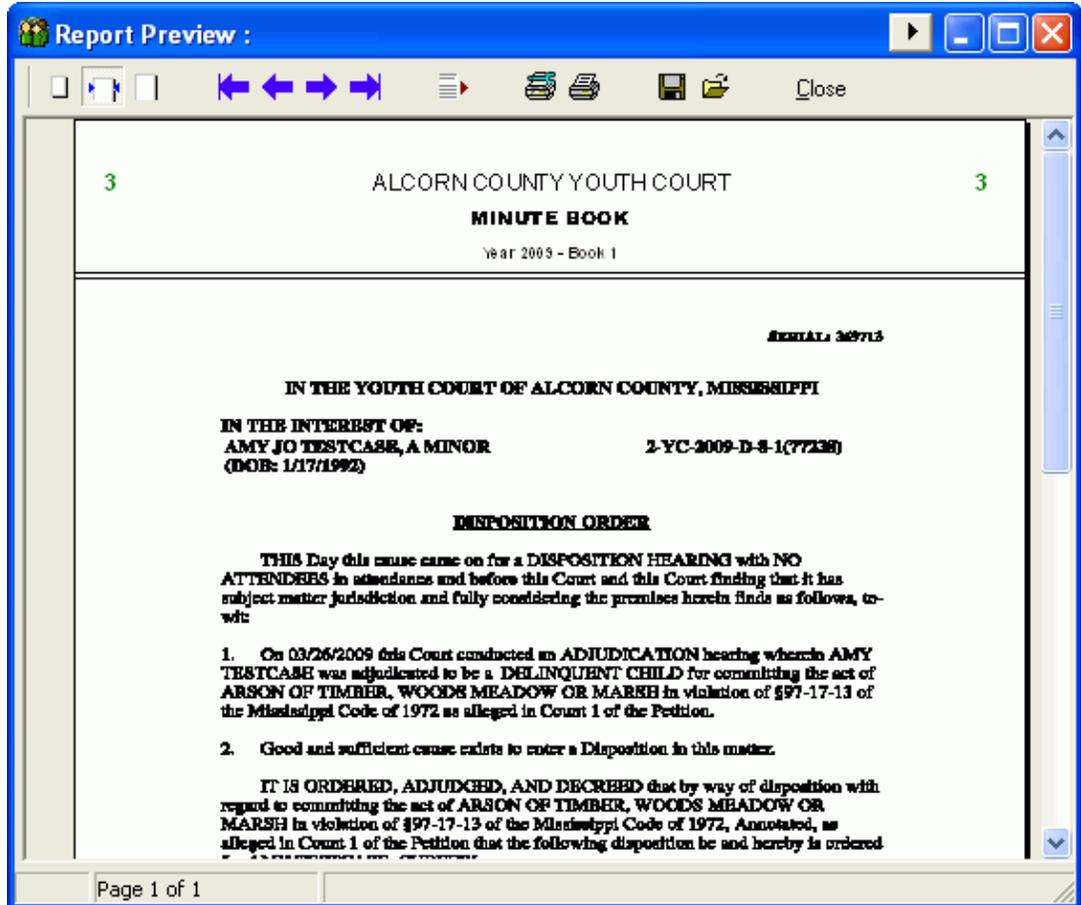


- *Step 4 - Click the "Download the selected Electronic Minute Book entry" from the list of actions.*

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.

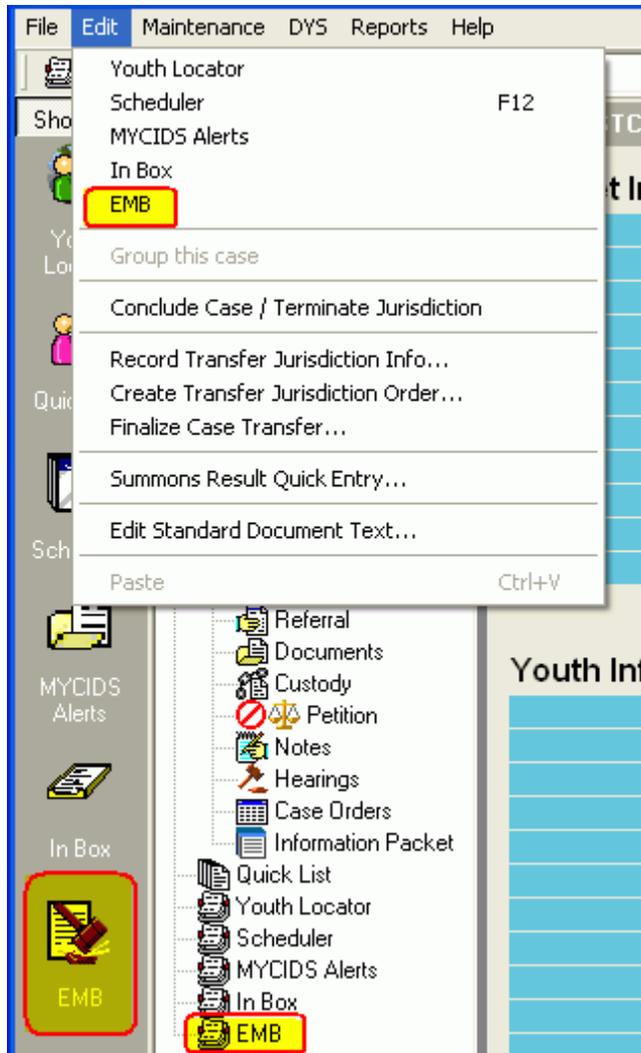
The EMB entry opens.



27.4 - Print EMB entries

- ▶ *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.*



- ▶ **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

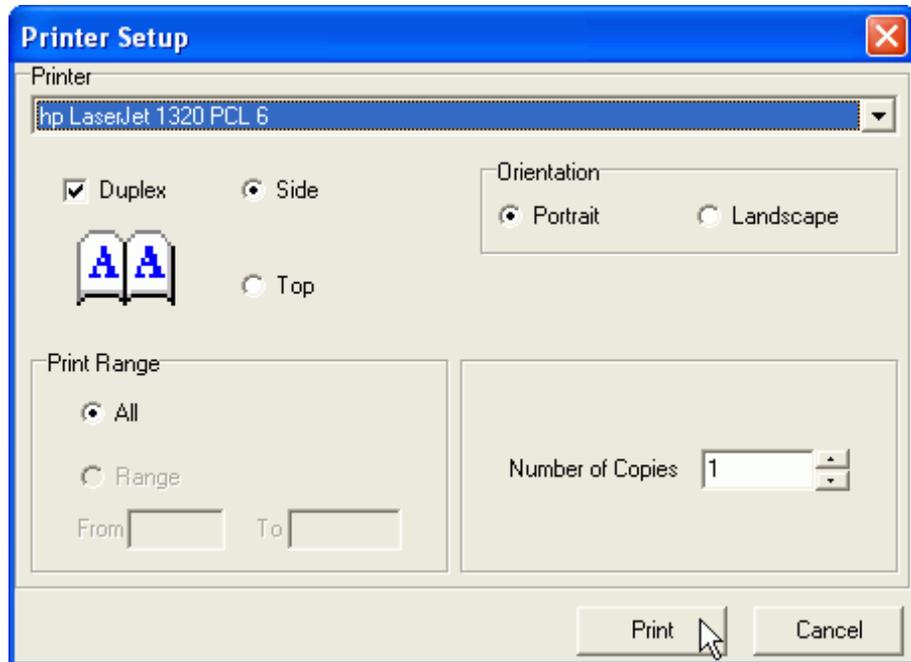
Select County/District:

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.

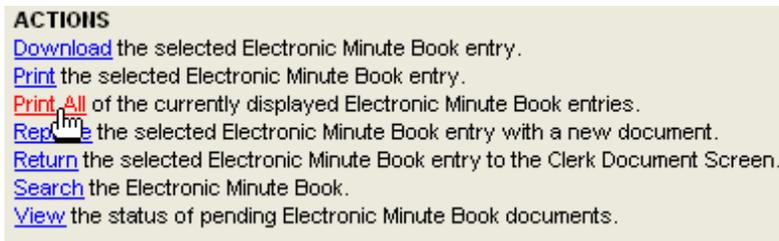
ACTIONS
[Download](#) the selected Electronic Minute Book entry.
[Print](#) the selected Electronic Minute Book entry.
[Print All](#) of the currently displayed Electronic Minute Book entries.
[Replace](#) the selected Electronic Minute Book entry with a new document.
[Return](#) the selected Electronic 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.

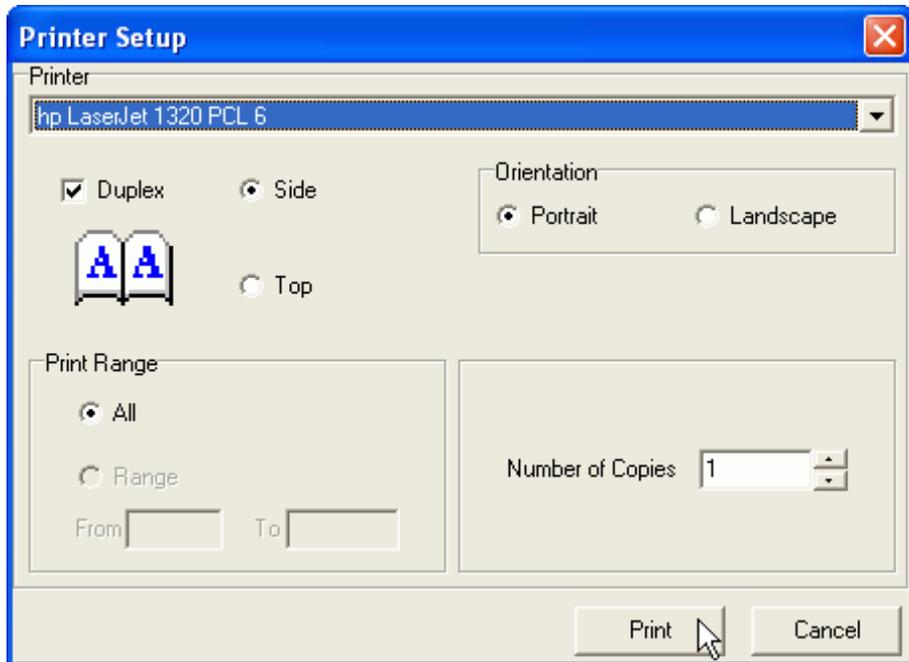


► *Print All*

Click the "Print all the currently displayed Electronic Minute Book entries" action from list of actions.



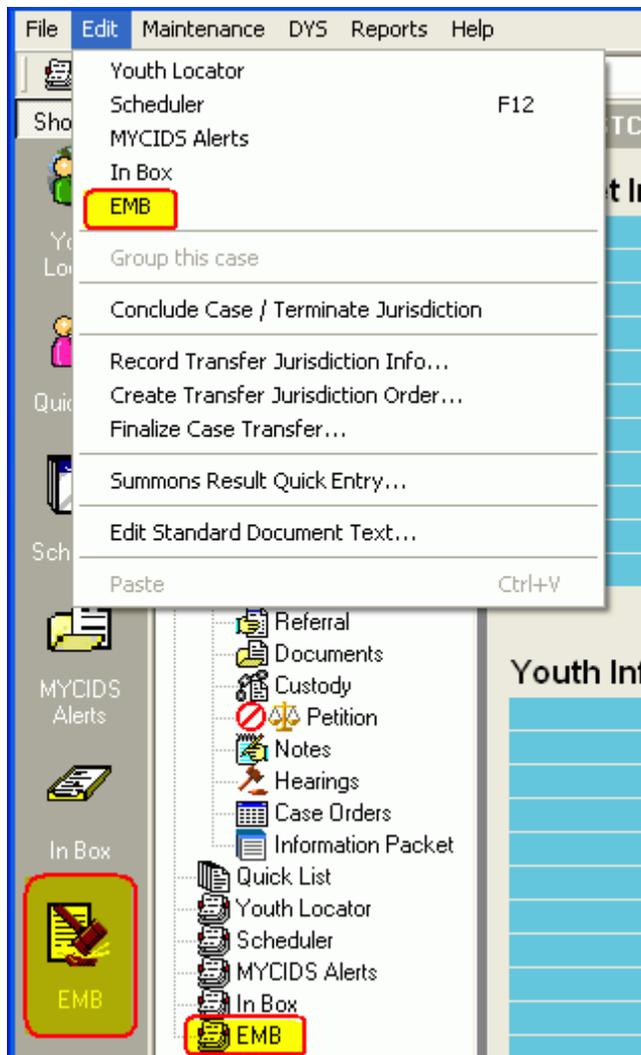
The Printer setup window opens. Make any desired changes and click the print button.



27.5 - Replace EMB entry

- ▶ *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.*



- ▶ *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

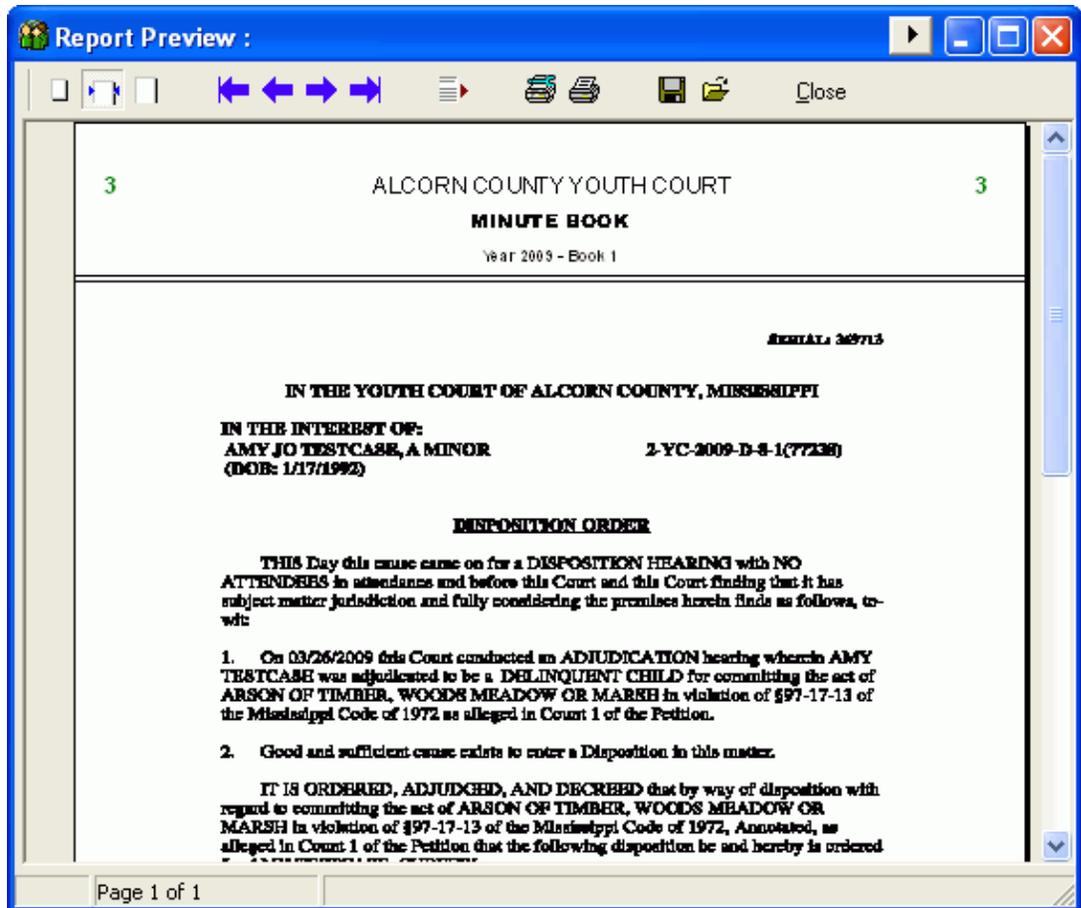
Select County/District:

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.*

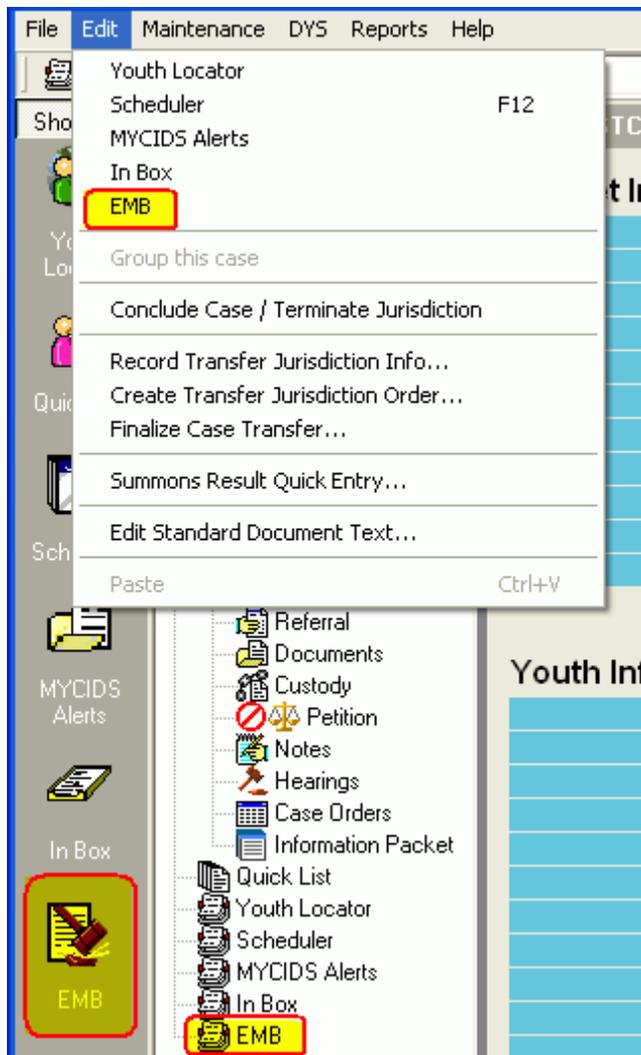
Replace the currently selected EMB Document with..					
		Replace EMB Document	EMB Filed Date	Date	Description
I		<input checked="" type="checkbox"/>	03/26/2009	03/26/2009 10:14:24	DISPOSITION
		<input type="checkbox"/>		03/26/2009 10:15:50	INTAKE ORDER
		<input type="checkbox"/>		03/26/2009 10:15:53	INTAKE ORDER

Click the OK button.

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.*



- ▶ *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

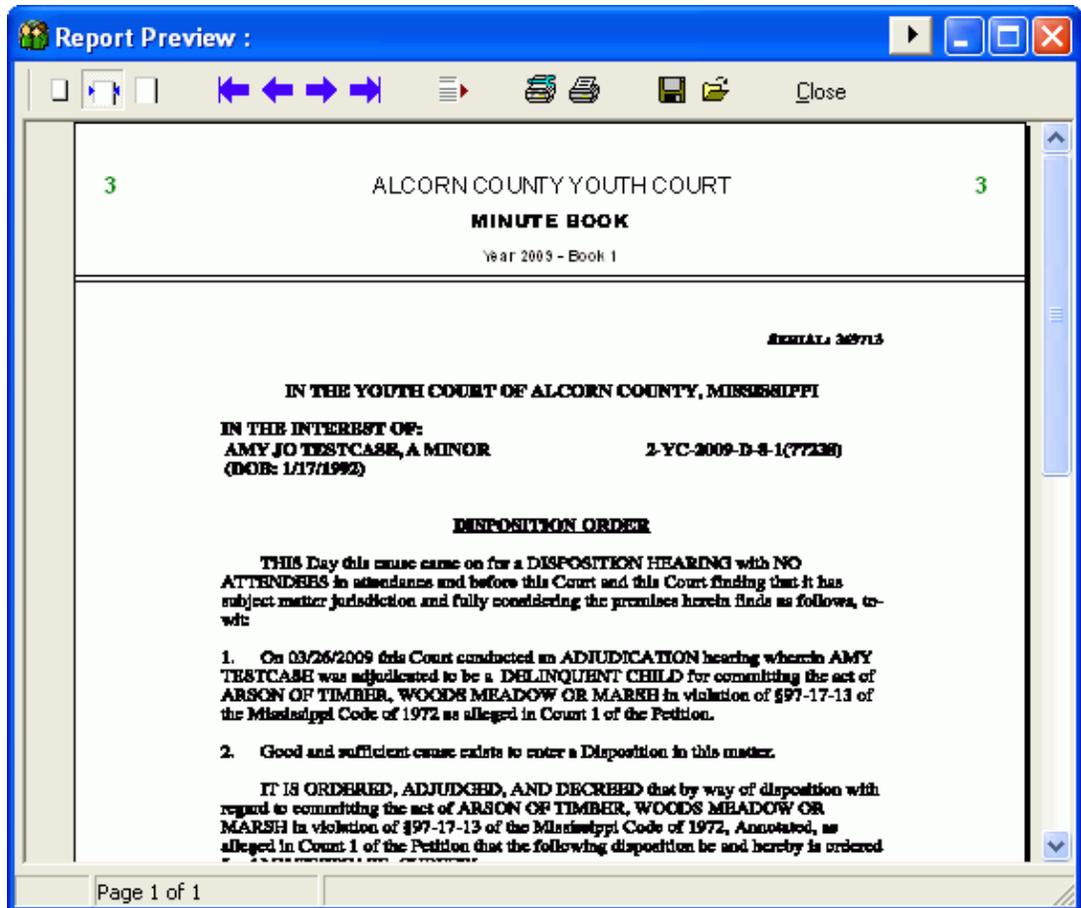
Select County/District:

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:

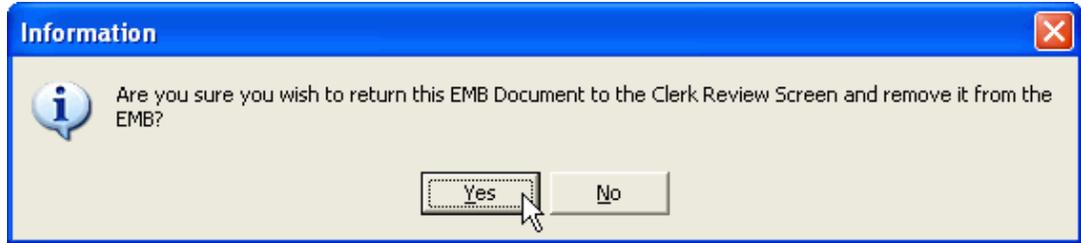
ACTIONS

- [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.

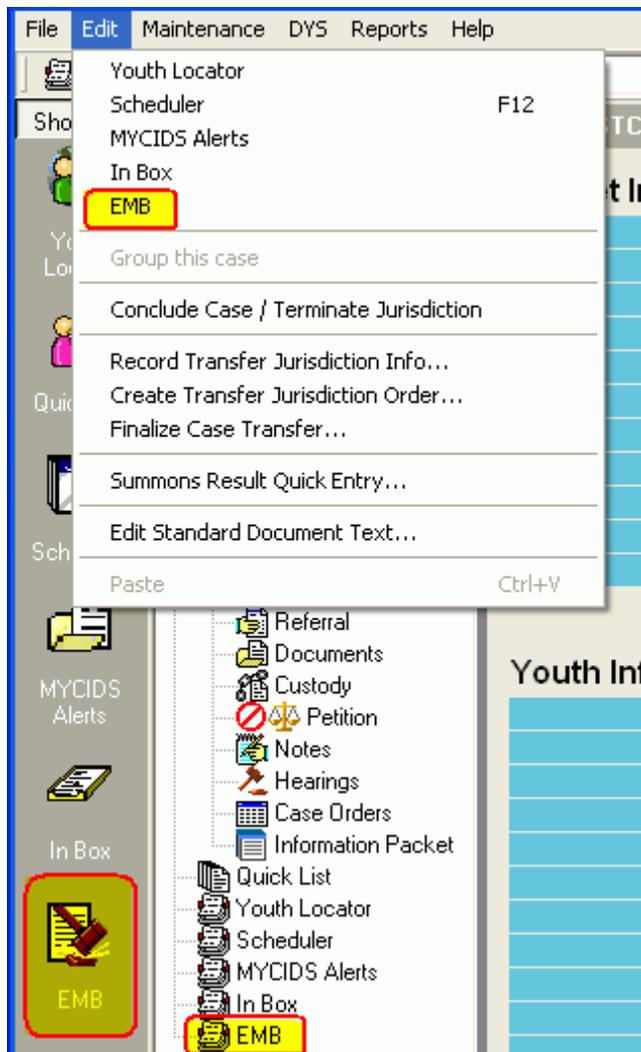
Choose Yes from the window that opens to return the selected entry.



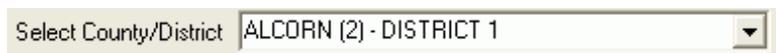
27.7 - Search the EMB

- ▶ *Step 1 - Open the Electronic Minute Book (EMB).*

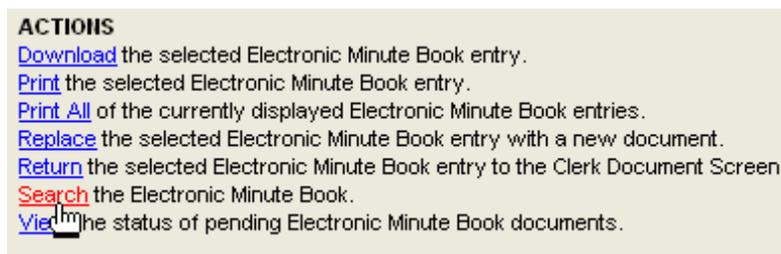
To open the EMB click on the EMB shortcut, click on EMB in the case navigation panel, or choose EMB from the Edit Menu.



- ▶ *Step 2 - If necessary, choose the County/District from the County/District drop down menu.*



- ▶ *Step 3 - Click "Search the Electronic Minute Book" from the list of actions.*



- ▶ *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

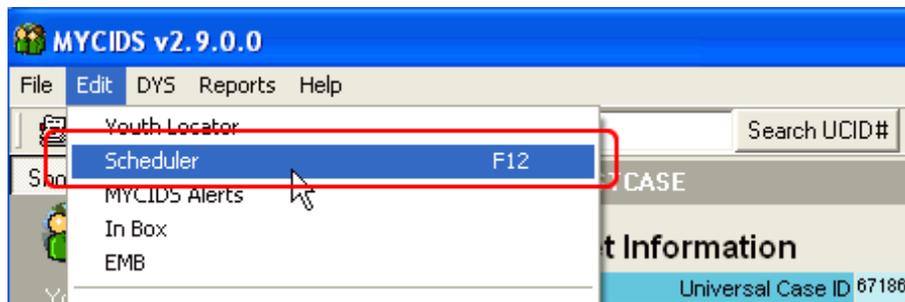
The Scheduler is an electronic calendar of events. Hearings scheduled in the course of court business are reflected on the court calendar, as well as events manually added by the district staff.

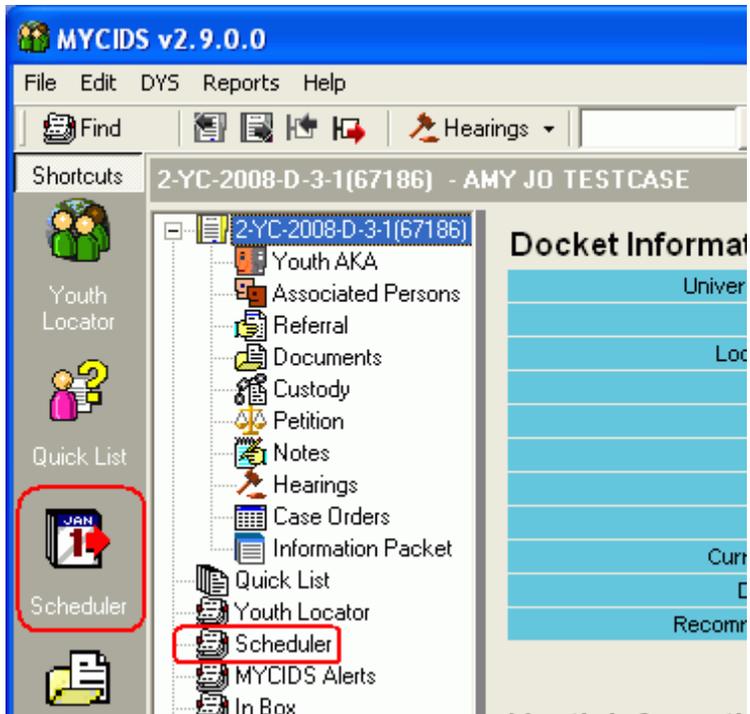
The scheduler includes a calendar and a viewing area below the calendar which displays events for the date selected in the calendar

- ▶ [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

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

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.



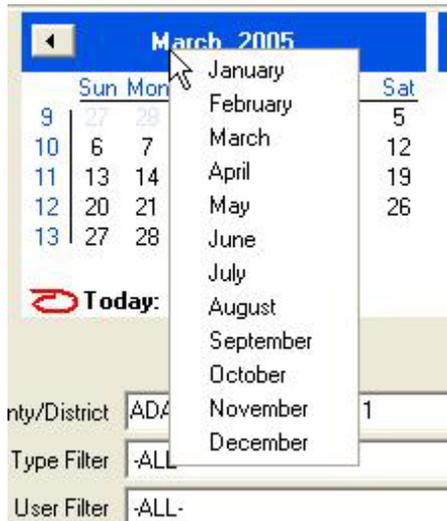
Select a new date by clicking on the day in the calendar.



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.



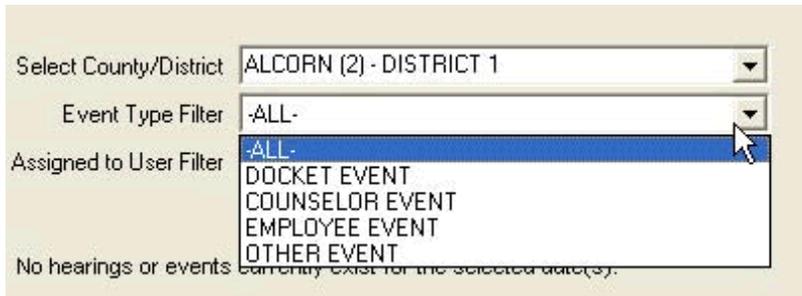
Select a different year by clicking the year to reveal a control to adjust the year number up or down.



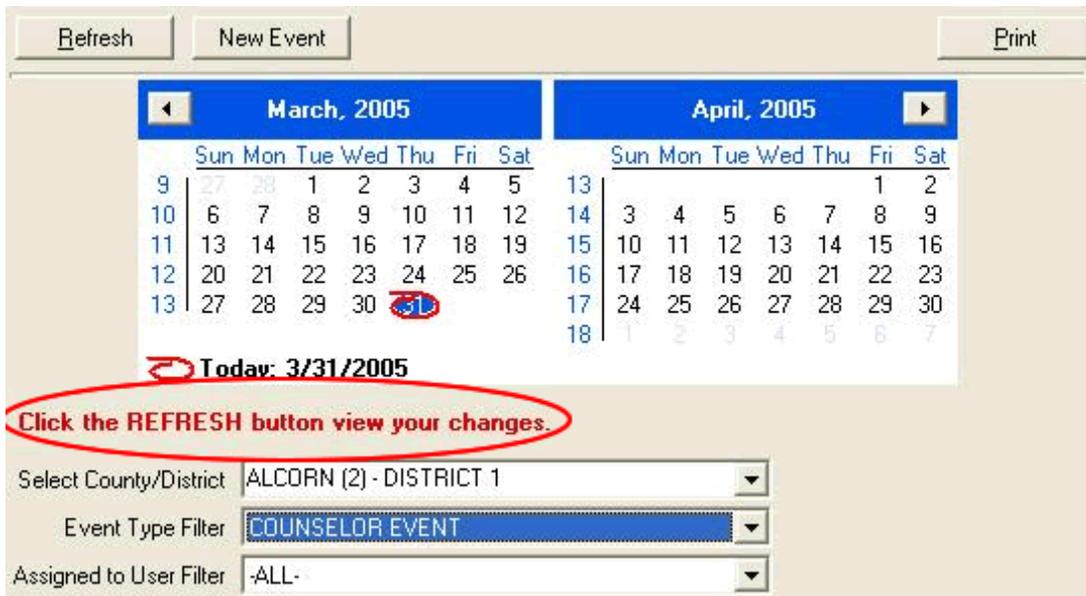
System users who have rights in multiple counties may select the County/District schedule they wish to view. Most system users will default to one assigned county.



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.

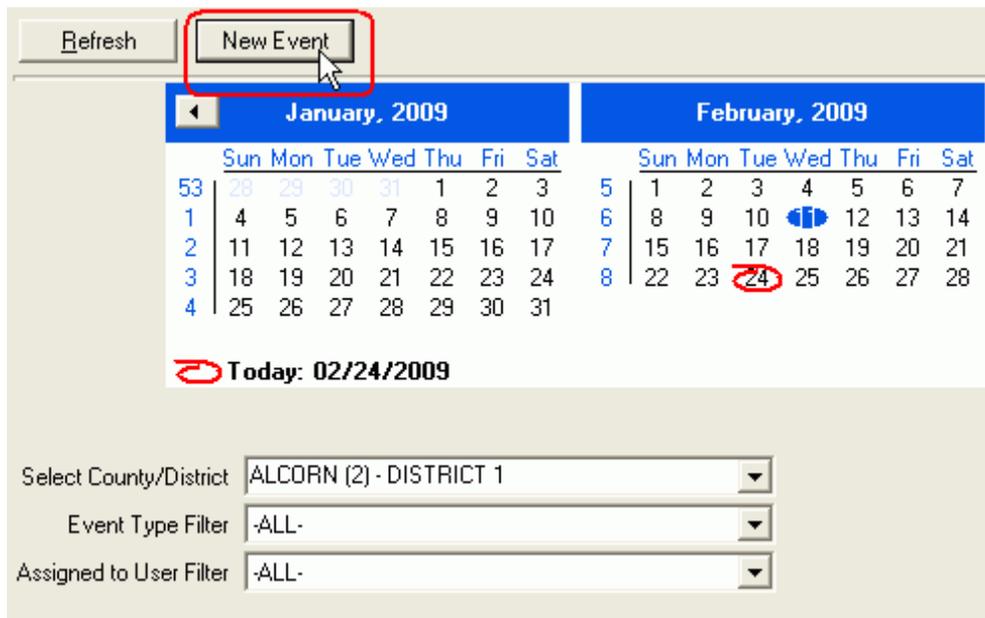


28.3 - Scheduling Hearings

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](#).

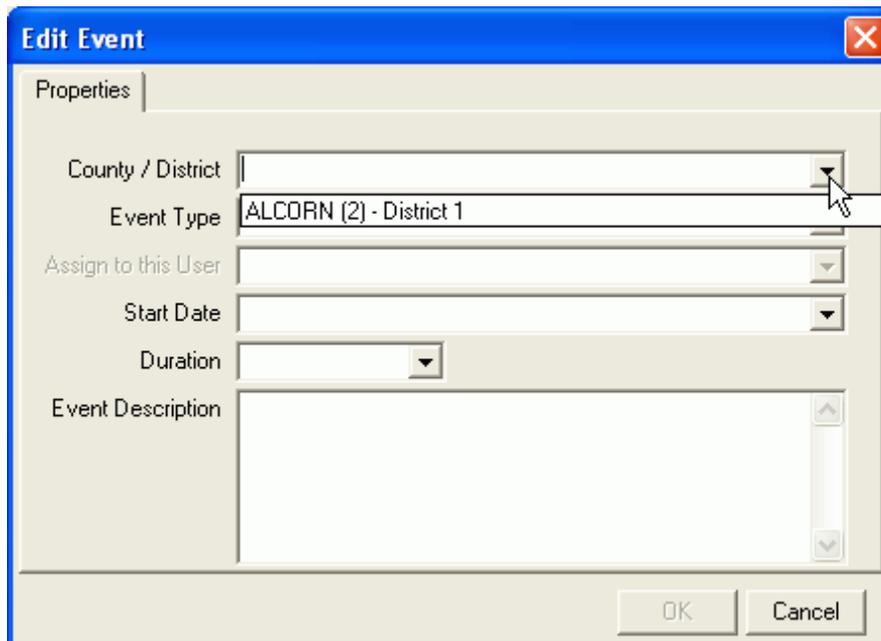
28.4 - Scheduling Events

- ▶ *Step 1 - From the Scheduler, Click on the New Event button.*

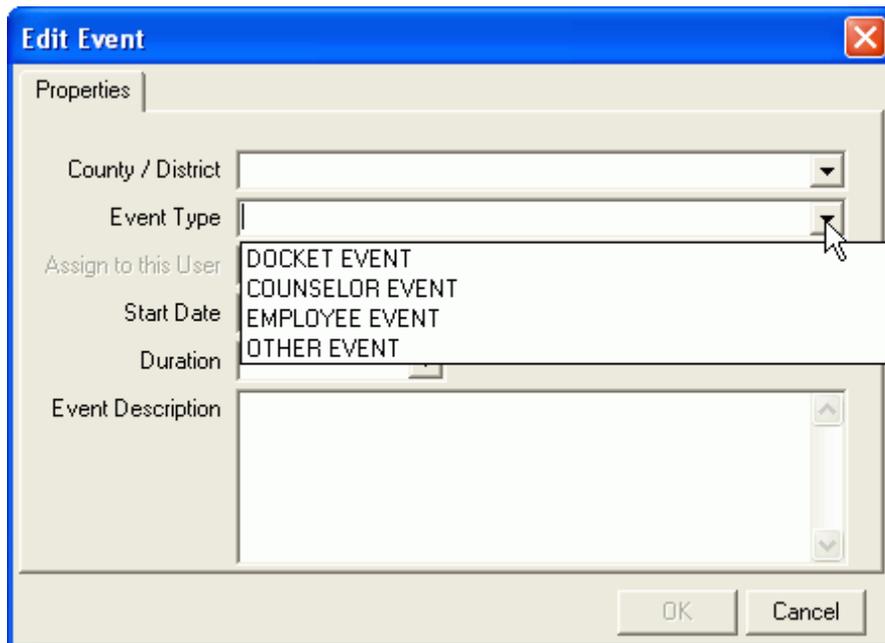


- ▶ *Step 2 - Enter Event information.*

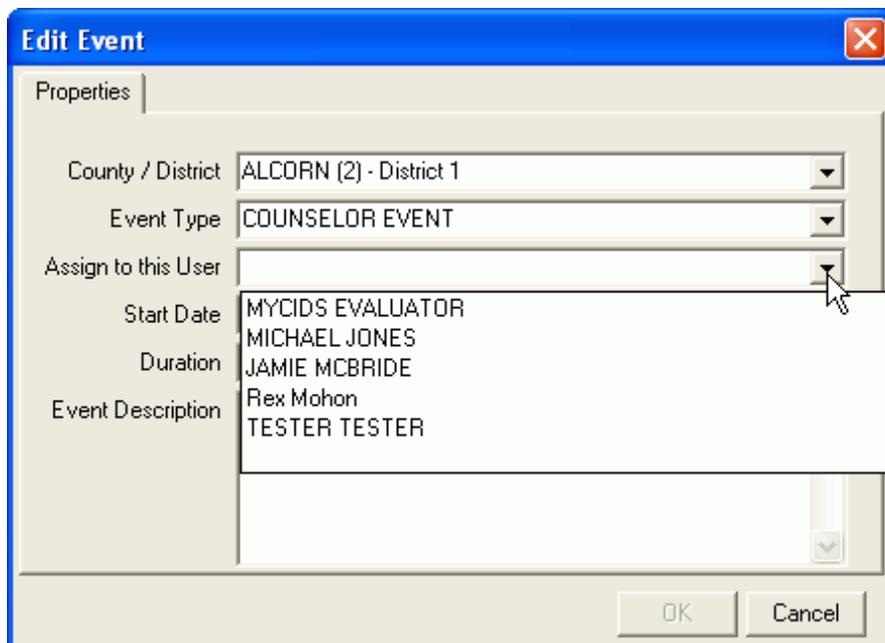
Choose the County / District from the drop down menu.



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.

The 'Edit Event' dialog box displays the following information:

- 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: (Empty dropdown menu)
- Event Description: (Empty text area)

A calendar for February 2009 is overlaid on the right side of the dialog. The date 02/24/2009 is highlighted in red. The calendar shows the following dates:

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: 02/24/2009

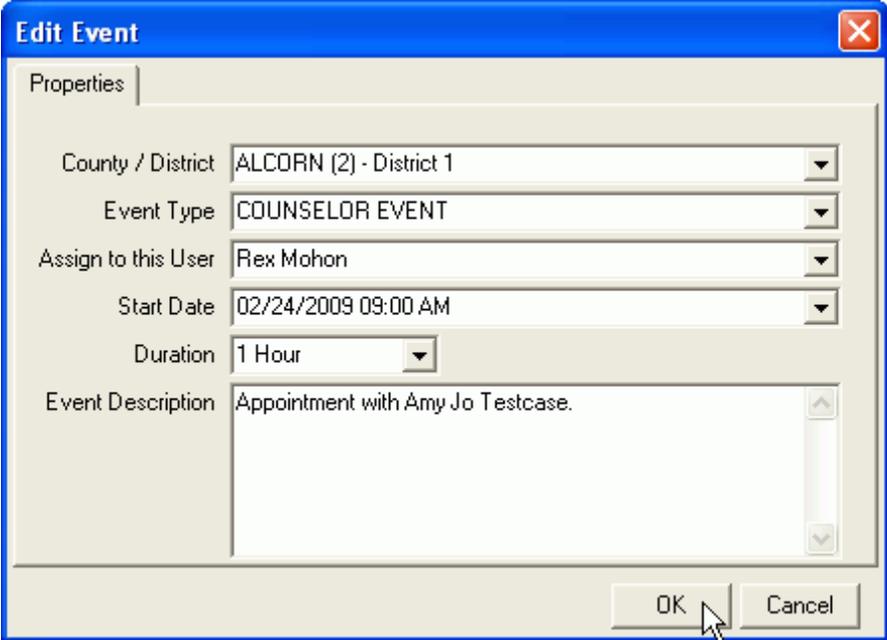
Choose the duration from the drop down menu.

The 'Edit Event' dialog box shows the Duration dropdown menu open, displaying the following options:

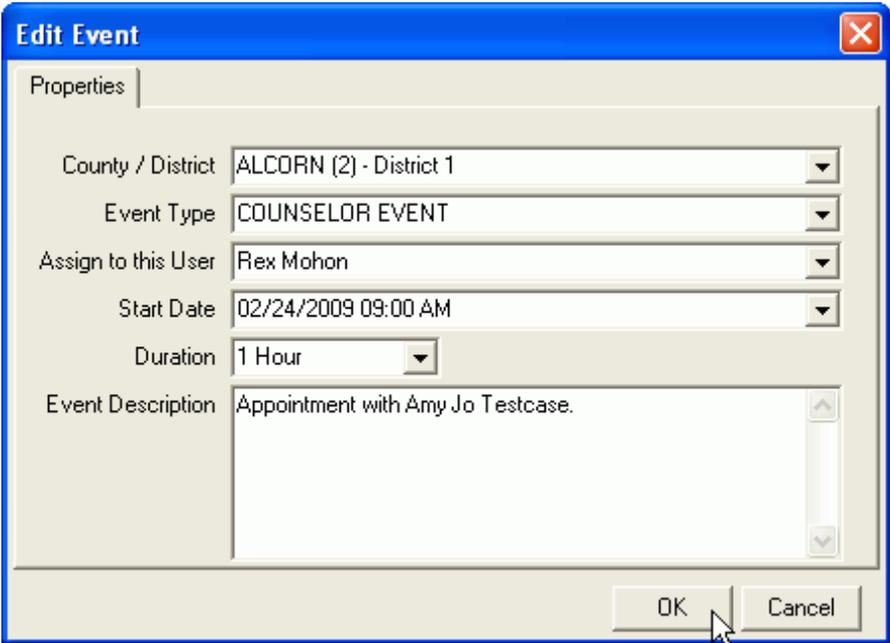
- 15 Minutes
- 30 Minutes
- 45 Minutes
- 1 Hour
- 1.5 Hours
- 2 Hours
- 2.5 Hours
- 3 Hours

The 'Event Description' field is now visible and empty. The 'OK' and 'Cancel' buttons are located at the bottom right of the dialog.

Type in the Event Description.



► *Step 3 - Click OK.*



28.5 - Printing Calendars

- ▶ *Step 1 - From the Scheduler, choose the dates to print the calendar for.*

Select date(s)

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 - Right-click the mouse and make the selection for the desired calendar.*

This brings up a menu to choose from.

Refresh New Event

January, 2009 February, 2009 March, 2009

Today: 02/24/2009

Select County/District: ALCORN (2) - DISTRICT 1

Event Type Filter: -ALL-

Assigned to User Filter: -ALL-

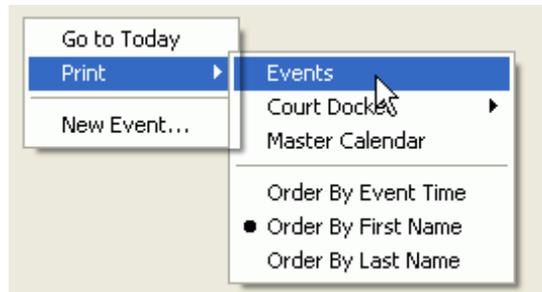
Events Scheduled

Time	DESCRIPTION	Act
Wednesday, February 11, 2009		
9:00 am	FIRST CALL	View
	Docket #: 2-YC-2008-D-3-1(67186) - AMY JO TESTCASE	
Associated Persons:		

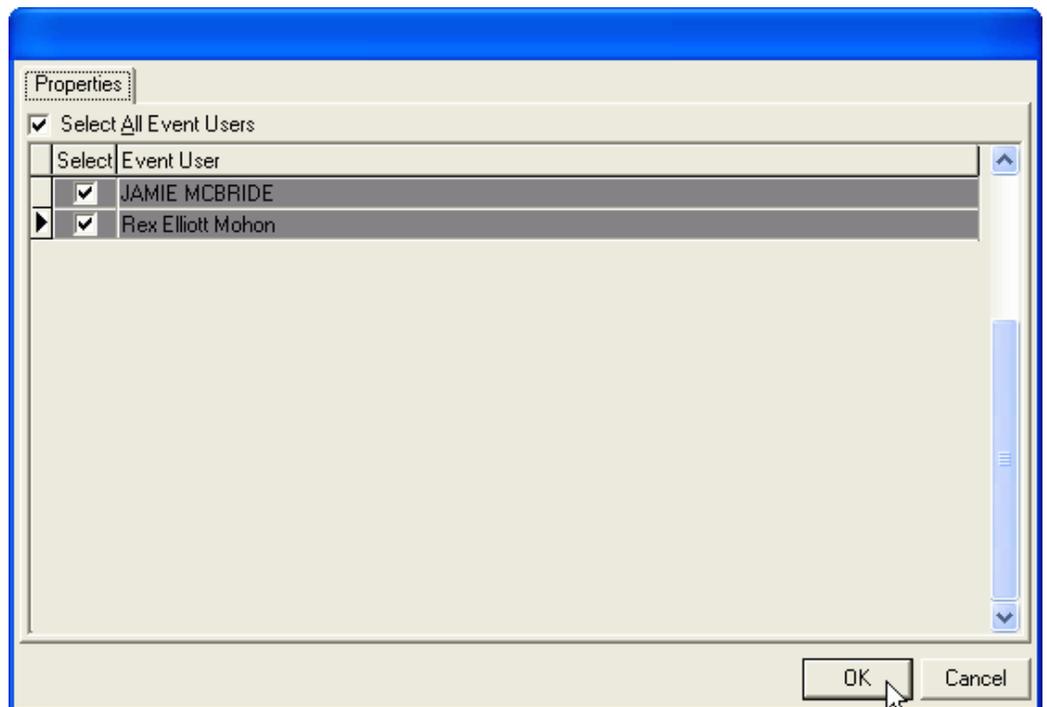
Choose print from the menu.

- *Print Events Calendar*

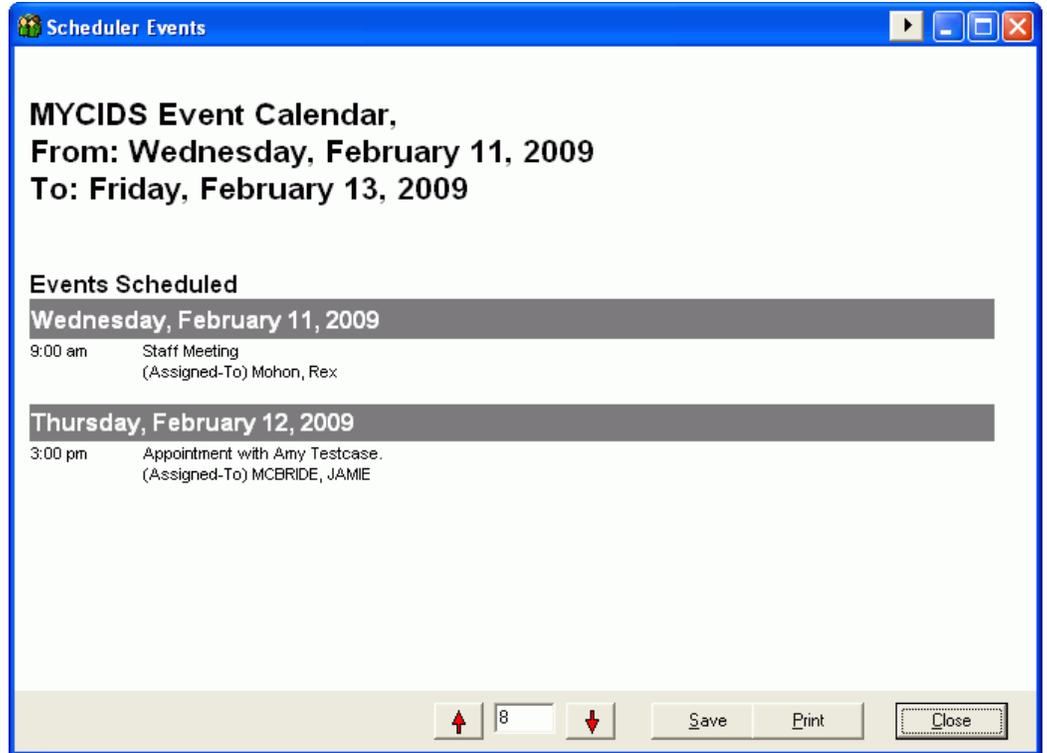
Choose Events.



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.

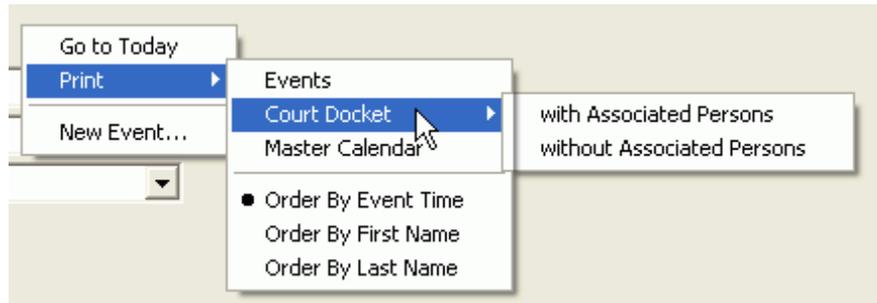


After clicking OK, the calendar will open.

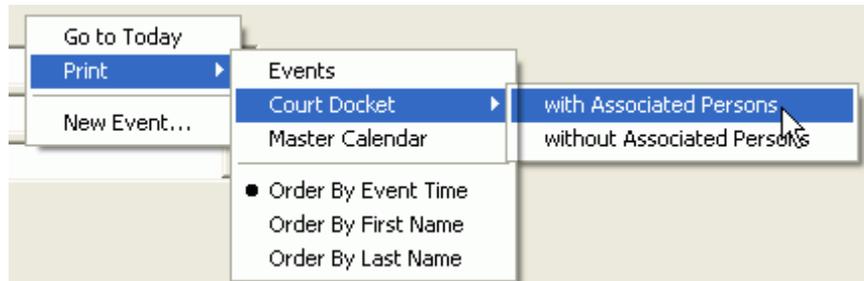


- *Print Court Docket Calendar*

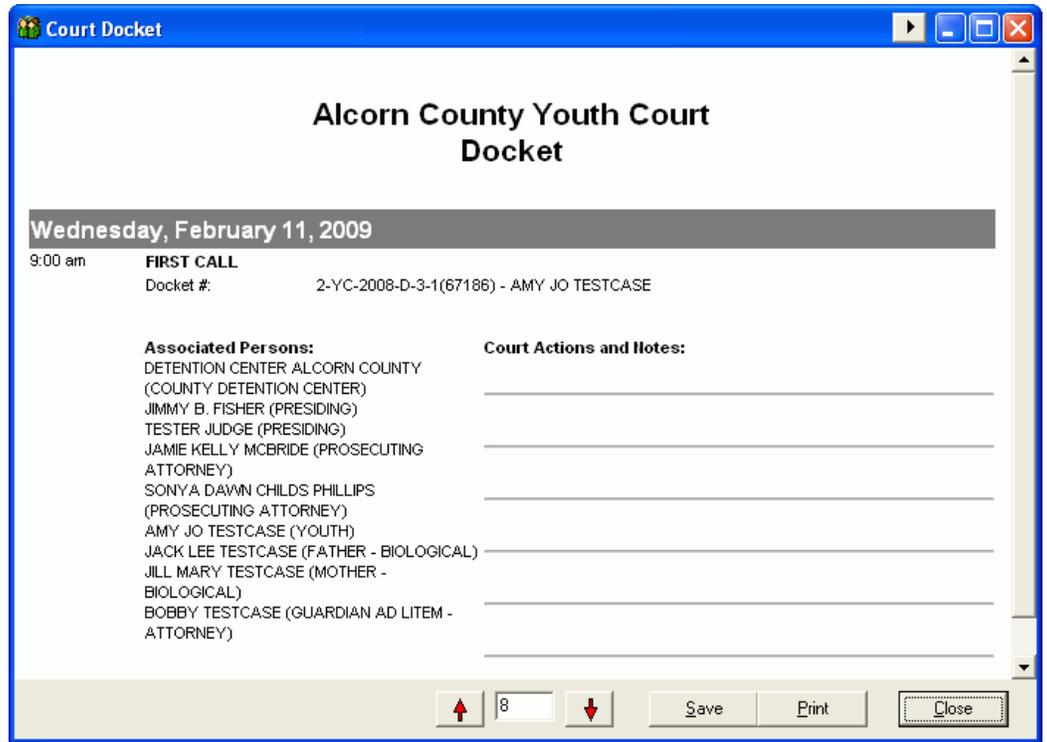
Choose Court Docket



Choose the court docket with Associated persons or without Associated Persons.



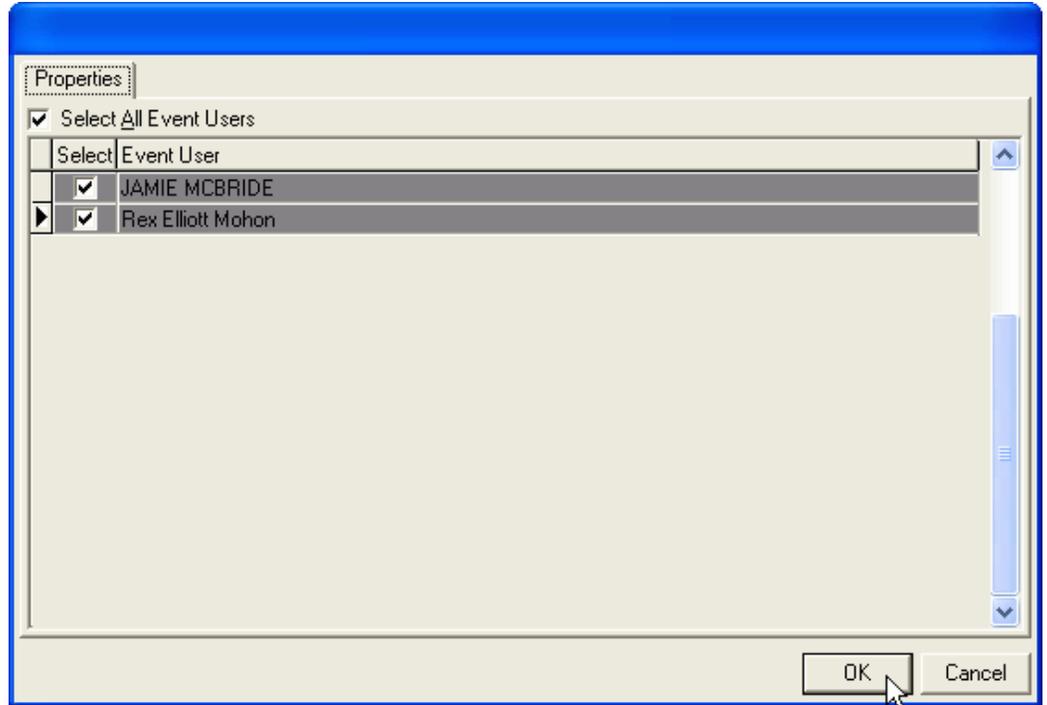
Once the calendar opens, it will look similar to the image below.



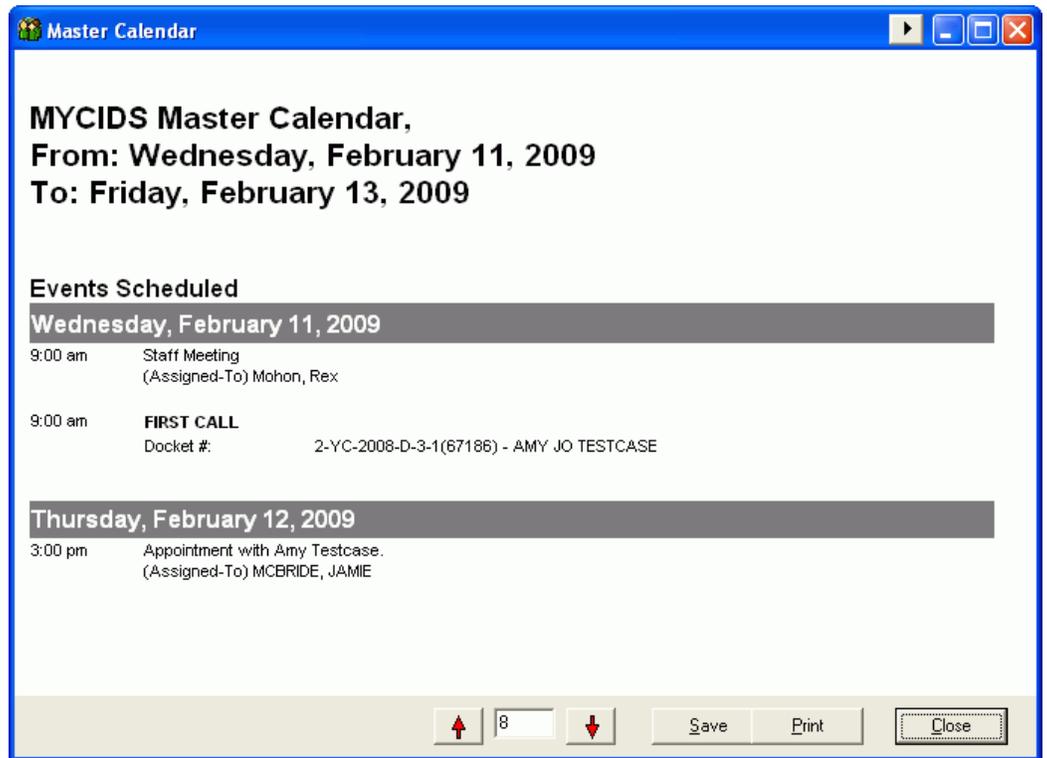
- *Print Events Calendar*

Choose Master Calendar.

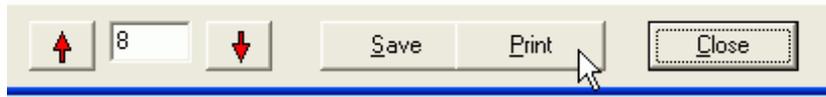
The following window will appear to allow you to choose whose events you would like to show up on the events calendar. Make your selections and click OK.



After clicking OK, the calendar will open.



► *Step 3 - Click Print on the calendar that was generated.*



28.6 - Event Actions

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

Motions

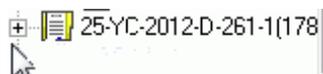
This section will address how to add, edit, and delete motions. It also shows how to record the motions to the General Docket.

- ▶ [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](#)

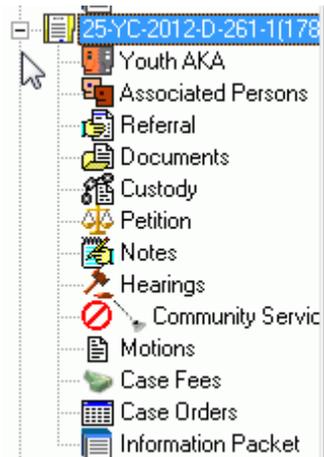
35.1 - Add a Motion Record

- ▶ *Step 1 - Expand the Case*

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



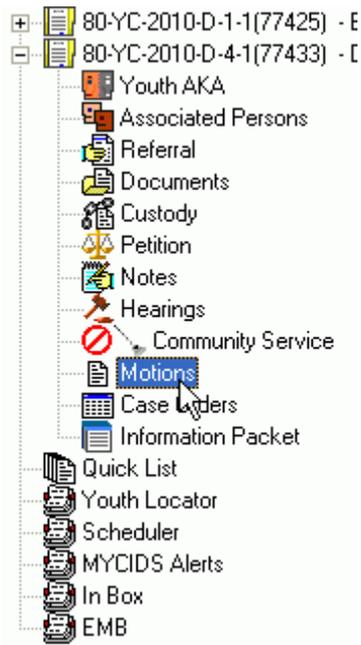
The expanded case will look like the image below.



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



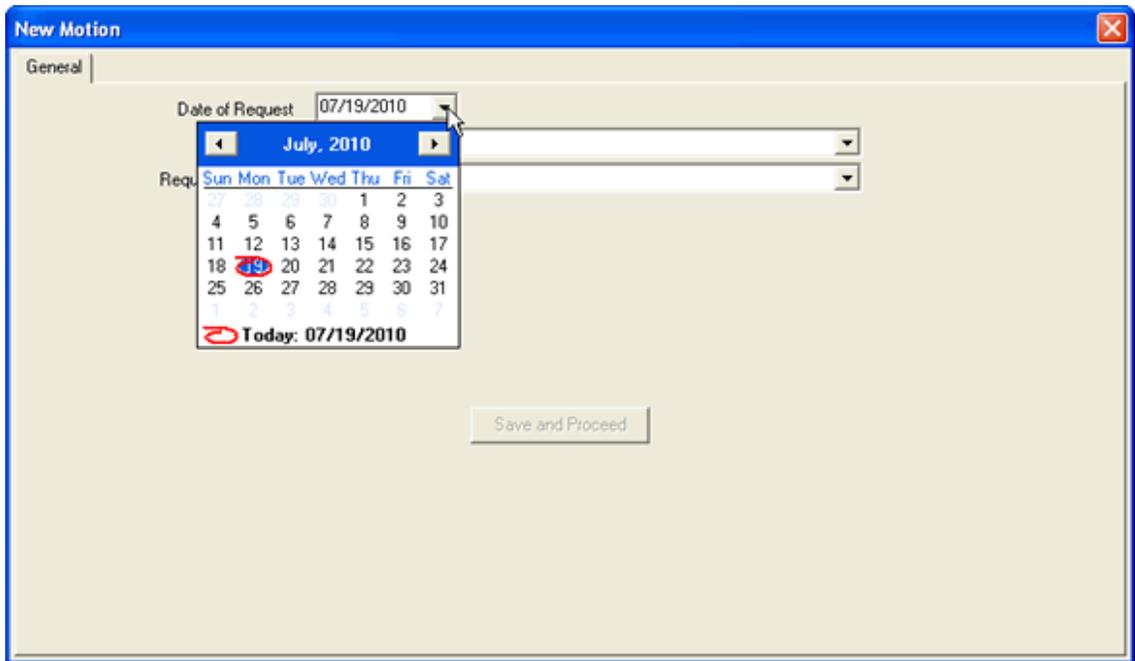
► *Step 2 - Click on the Motions Node*



► *Step 3 - From the list of actions, click on Add a Motion record.*

ACTIONS
Add a Motion record.

► *Step 4 - Choose a Date of Request from the calendar drop-down menu.*



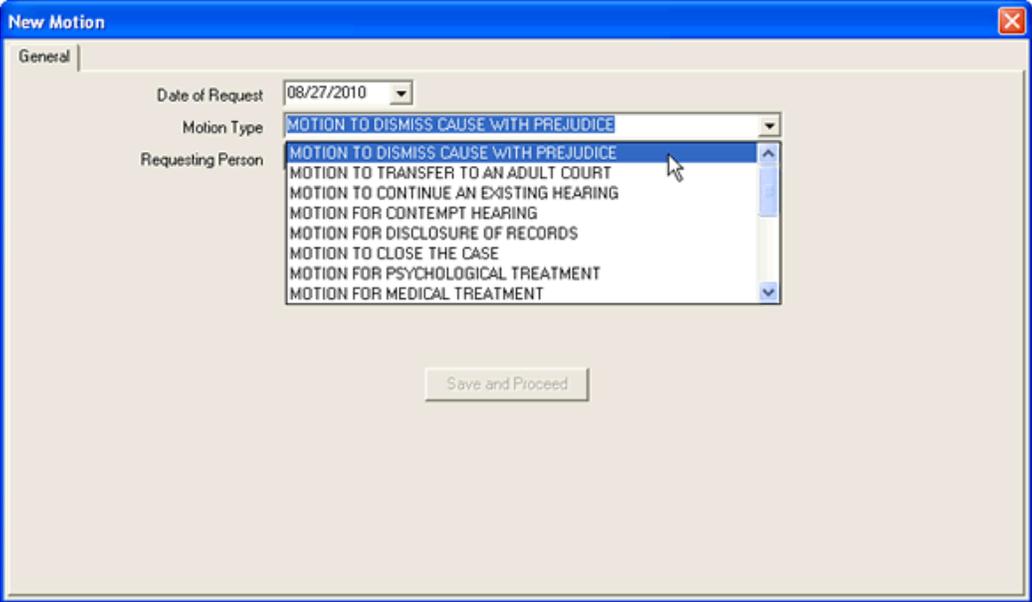
► *Step 5 - Choose a Motion Type.*

- *Motion to Dismiss Cause with Prejudice*

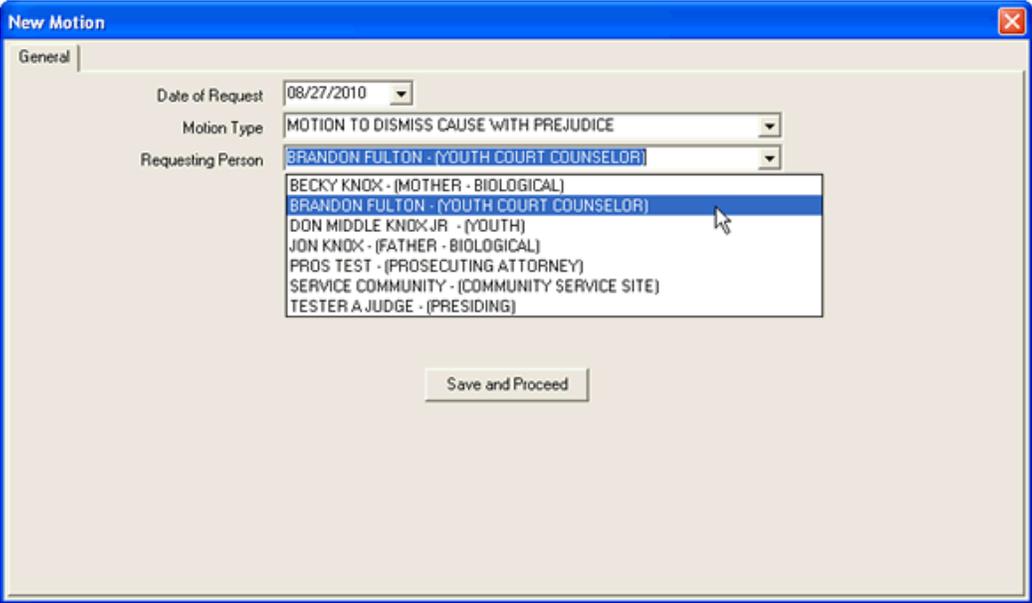
Note !

A Motion to Dismiss Cause with Prejudice must be filed before the case has been adjudicated.

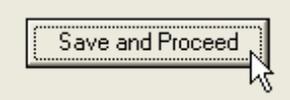
Step 6 - Select Motion to Dismiss Cause with Prejudice as the Motion Type.



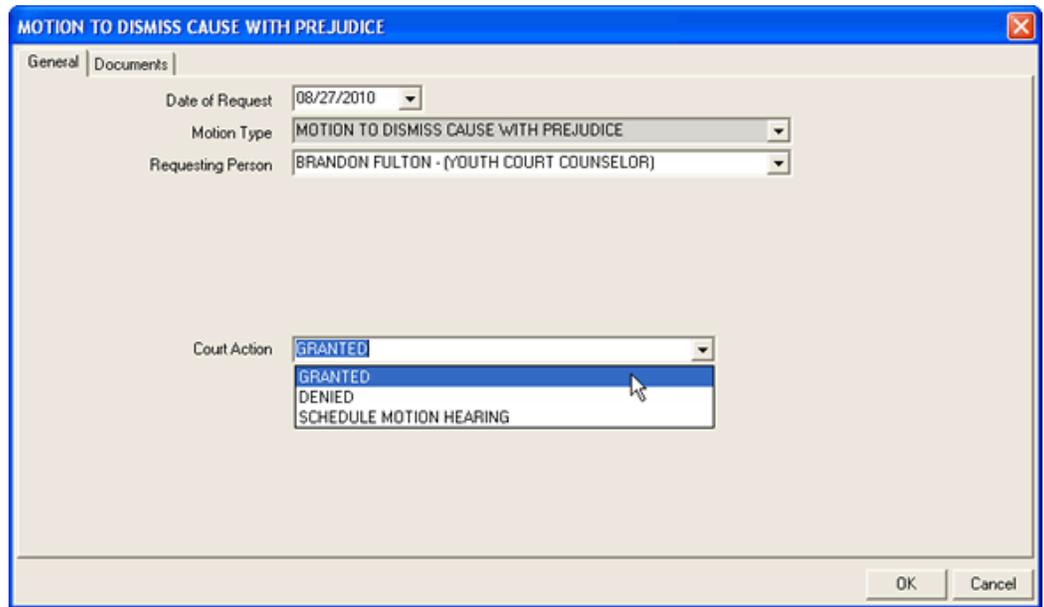
Step 7 - In the requesting Person field, select the person who made the request from the drop-down list.



Step 8 - Click Save and Proceed.



Step 9 - Select a Court Action from the drop-down menu.



<p>Granted</p>	<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>
<p>Denied</p>	<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>
<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.

- *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 a software window titled "New Motion" with a "General" tab. The window contains several fields: "Date of Request" is set to "07/19/2010"; "Motion Type" is a dropdown menu currently open, showing a list of options with "MOTION TO TRANSFER TO AN ADULT COURT" highlighted; "Requesting Person" is another dropdown menu; "Transfer To District" and "Transfer to Court" are also dropdown menus. A "Save and Proceed" button is located at the bottom center of the window.

Step 7 - In the *Requesting Person* field, select the person who made the request from the drop-down list.

1-0 Application Overview and Navigation

The screenshot shows the 'New Motion' application window with the 'General' tab selected. The following fields are visible:

- Date of Request: 07/19/2010
- Motion Type: MOTION TO TRANSFER TO AN ADULT COURT
- Requesting Person: PROS TEST - (PROSECUTING ATTORNEY)
- Transfer To District: A dropdown menu is open, showing a list of districts. The selected item is 'PROS TEST - (PROSECUTING ATTORNEY)'. Other visible items include 'BECKY KNOX - (MOTHER - BIOLOGICAL)', 'DHS CLERK - (DHS)', 'DON MIDDLE KNOX - (YOUTH)', 'JON KNOX - (FATHER - BIOLOGICAL)', and 'TESTER A.JUDGE - (PRESIDING)'.
- Transfer to Court: TESTER A.JUDGE - (PRESIDING)

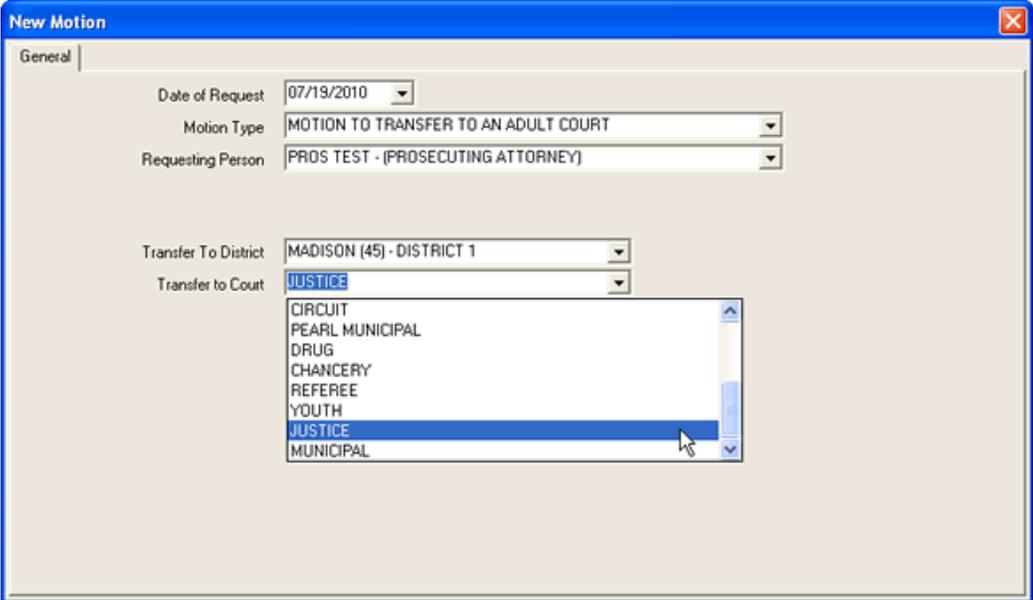
A 'Save and Proceed' button is located at the bottom center of the window.

*Step 8 - In the **Transfer to District** field, select a district from the drop-down menu.*

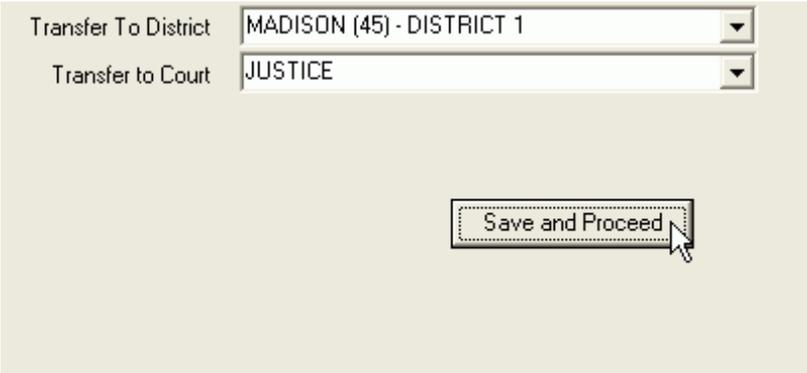
The screenshot shows the 'New Motion' application window with the 'General' tab selected. The following fields are visible:

- 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: A dropdown menu is open, showing a list of courts. The selected item is 'MADISON (45) - District 1'. Other visible items include 'LEFLORE (42) - District 1', 'LINCOLN (43) - District 1', 'LOWNDES (44) - District 1', 'MARION (46) - District 1', 'MARSHALL (47) - District 1', 'MONROE (48) - District 1', and 'MONTGOMERY (49) - District 1'.

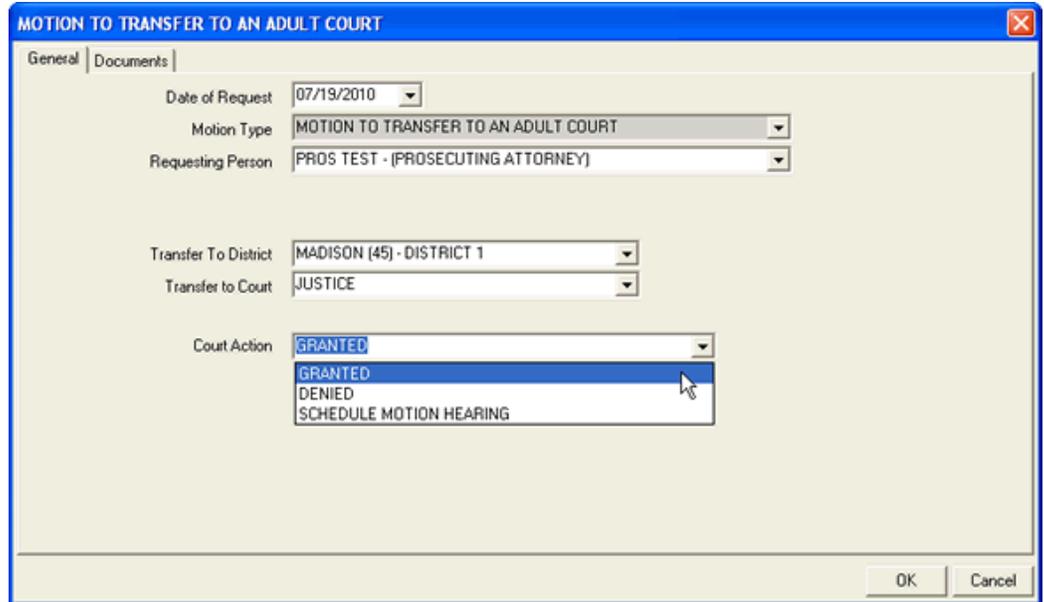
*Step 9 - In the **Transfer to Court** Field, select a court from the drop-down menu.*



Step 10 - Click Save and Proceed.



Step 11 - Select a Court Action from the drop-down menu.



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.

The screenshot shows the 'New Motion' window with the 'General' tab selected. The 'Date of Request' is set to 08/30/2010. The 'Motion Type' is 'MOTION TO TRANSFER TO ANOTHER COURT DISTRICT'. The 'Requesting Person' dropdown menu is open, showing a list of options: 'MOTION TO DISMISS CAUSE WITH PREJUDICE', 'MOTION TO TRANSFER TO ANOTHER COURT DISTRICT', '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 second option. The 'Transfer To District' field is empty. A 'Save and Proceed' button is visible at the bottom.

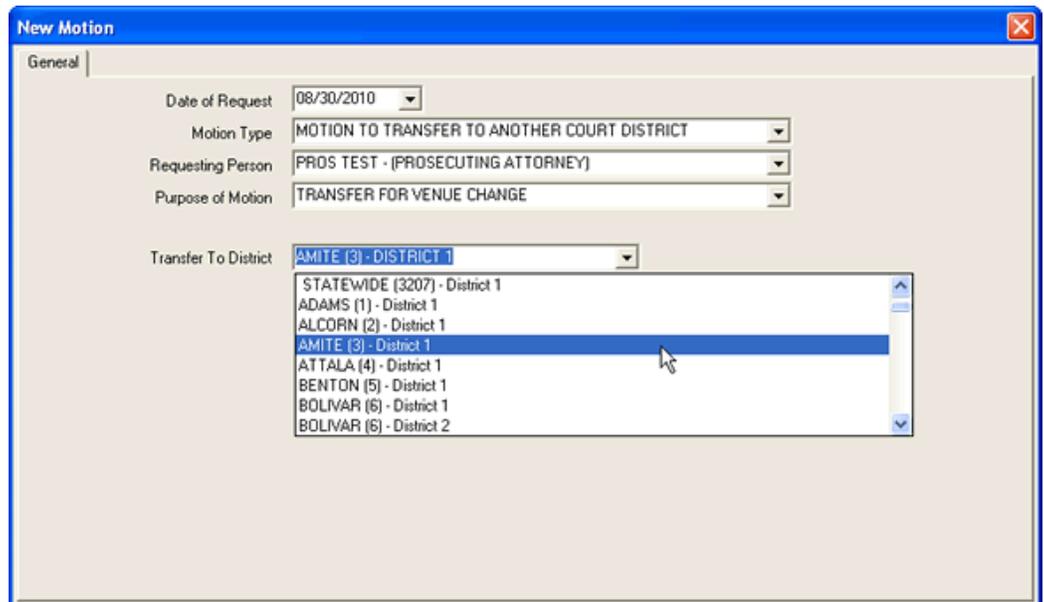
Step 7 - In the Requesting Person field, select the person who made the request from the drop-down list.

The screenshot shows the 'New Motion' window with the 'General' tab selected. The 'Date of Request' is 08/30/2010. The 'Motion Type' is 'MOTION TO TRANSFER TO ANOTHER COURT DISTRICT'. The 'Requesting Person' is 'PROS TEST - (PROSECUTING ATTORNEY)'. The 'Purpose of Motion' dropdown menu is open, showing a list of options: 'BECKY KNOX - (MOTHER - BIOLOGICAL)', 'DHS CLERK - (DHS)', 'DON MIDDLE KNOX JR - (YOUTH)', 'JON KNOX - (FATHER - BIOLOGICAL)', 'PROS TEST - (PROSECUTING ATTORNEY)', and 'TESTER A.JUDGE - (PRESIDING)'. A mouse cursor is pointing at the fifth option. The 'Transfer To District' field is empty. A 'Save and Proceed' button is visible at the bottom.

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 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, displaying a list of options: "MOTION TO CONTINUE AN EXISTING HEARING" (highlighted), "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 a 'New Motion' window with the following fields:

- Date of Request: 07/28/2010
- Motion Type: MOTION TO CONTINUE AN EXISTING HEARING
- Requesting Person: PROS TEST - (PROSECUTING ATTORNEY)
- Hearing to Continue: A dropdown menu is open, showing a list of hearing types: BECKY KNOX - (MOTHER - BIOLOGICAL), DHS CLERK - (DHS), DON MIDDLE KNOX - (YOUTH), JON KNOX - (FATHER - BIOLOGICAL), PROS TEST - (PROSECUTING ATTORNEY) (highlighted), and TESTER A.JUDGE - (PRESIDING).
- Date of New Hearing: (empty)

A 'Save and Proceed' button is located at the bottom of the window.

*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.*

The screenshot shows the 'New Motion' window with the following fields:

- 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: A dropdown menu is open, showing a list of dates and times: ADJUDICATION - 07/27/2010 09:00:00 am (highlighted), DETENTION - 07/28/2010 09:00:00 am, and DISPOSITION - 07/30/2010 09:00:00 am.

A 'Save and Proceed' button is located at the bottom of the window.

Step 9 - Select a date for the new hearing from the calendar drop-down menu.

1-0 Application Overview and Navigation

The screenshot shows the 'New Motion' application window with the 'General' tab selected. The fields are as follows:

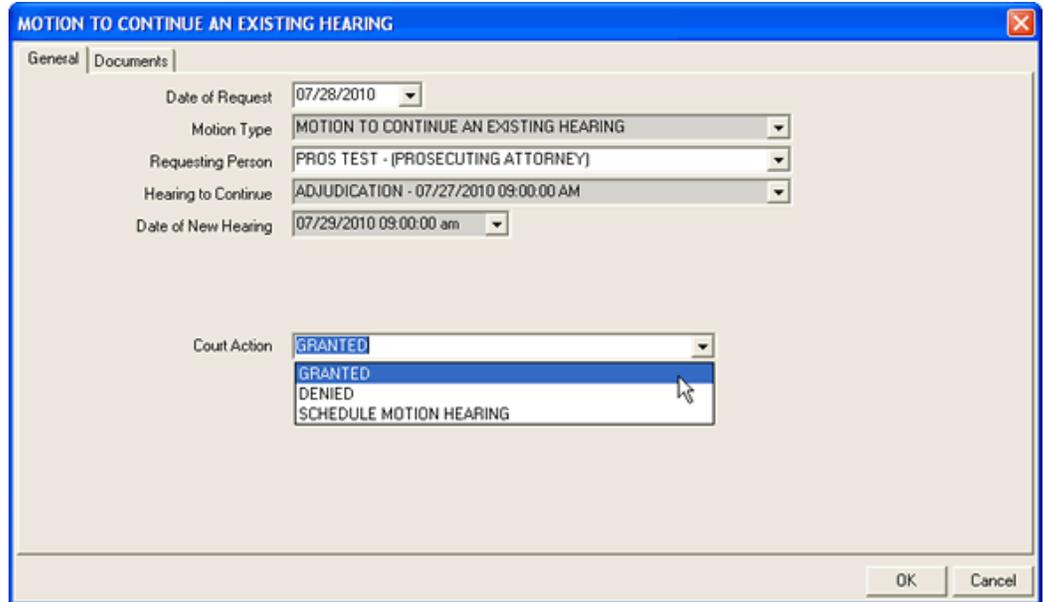
- Date of Request: 07/28/2010
- Motion Type: MOTION TO CONTINUE AN EXISTING HEARING
- Requesting Person: PROS TEST - (PROSECUTING ATTORNEY)
- Hearing to Continue: ADJUDICATION - 07/27/2010 09:00:00 AM
- Date of New Hearing: 07/29/2010 09:00:00 am

A calendar pop-up is displayed for July 2010. The date 28 is circled in red, and the date 29 is highlighted in blue. A mouse cursor is pointing at the date 29. A 'Proceed' button is visible to the right of the calendar.

*Step 10 - Click **Save and Proceed**.*

The screenshot shows the 'New Motion' application window with the 'Hearing to Continue' and 'Date of New Hearing' fields. The 'Hearing to Continue' field is set to 'ADJUDICATION - 07/27/2010 09:00:00 AM' and the 'Date of New Hearing' field is set to '07/29/2010 09:00:00 am'. A 'Save and Proceed' button is located at the bottom of the window.

Step 11 - Select a Court Action from the drop-down menu.



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.

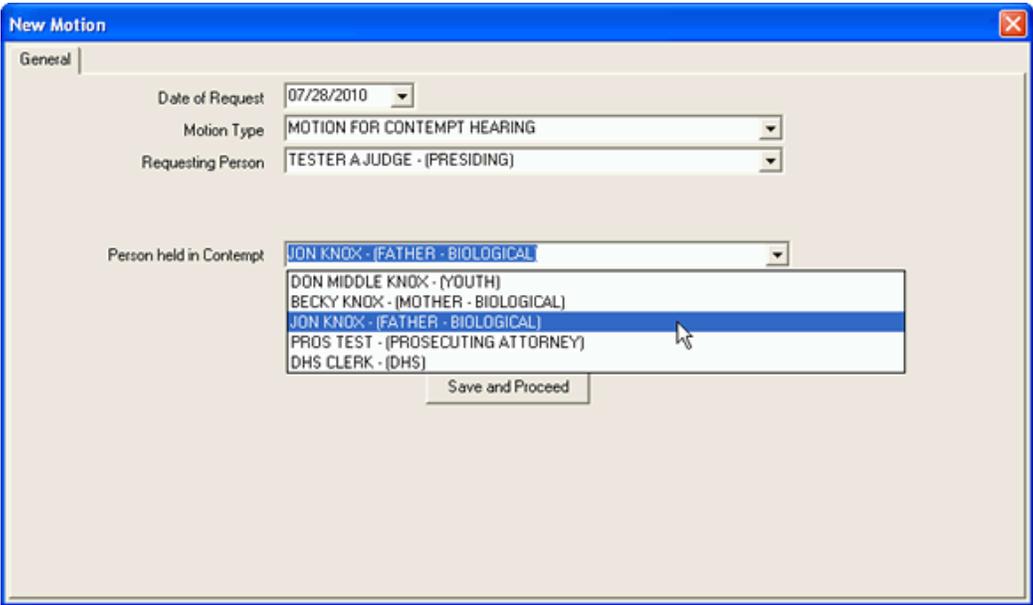
1-0 Application Overview and Navigation

The screenshot shows the 'New Motion' application window with the 'General' tab selected. The 'Date of Request' is set to 07/28/2010. The 'Motion Type' is 'MOTION FOR CONTEMPT HEARING'. The 'Requesting Person' dropdown menu is open, showing a list of options: 'MOTION TO TRANSFER TO AN ADULT COURT', 'MOTION TO CONTINUE AN EXISTING HEARING', 'MOTION FOR CONTEMPT HEARING' (highlighted), '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.

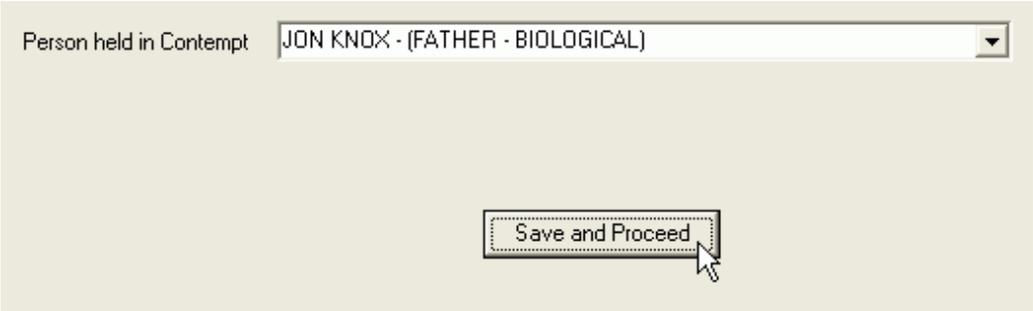
*Step 7 - In the **Requesting Person** field, select the person making the request from the drop-down list.*

The screenshot shows the 'New Motion' application window with the 'General' tab selected. The 'Date of Request' is set to 07/28/2010. The 'Motion Type' is 'MOTION FOR CONTEMPT HEARING'. The 'Requesting Person' dropdown menu is open, showing a list of options: 'TESTER A JUDGE - (PRESIDING)' (highlighted), '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 'Person held in Contempt' field is empty. A 'Save and Proceed' button is visible at the bottom.

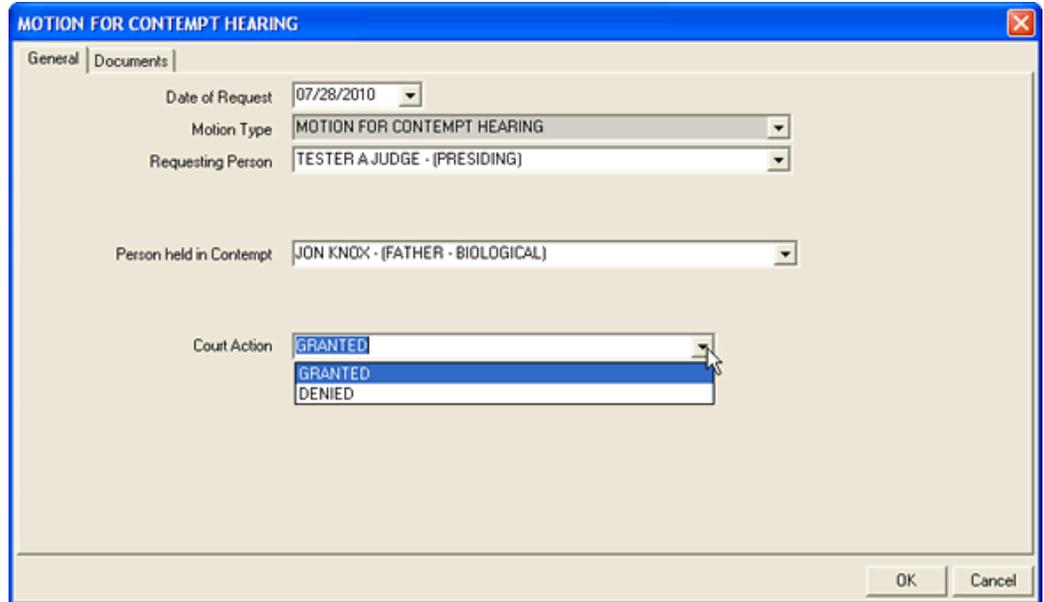
*Step 8 - Select the **Person to be Held in Contempt** from the drop-down list.*



Step 9 - Click Save and Proceed.



Step 10 - Select a Court Action from the drop-down list.



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.

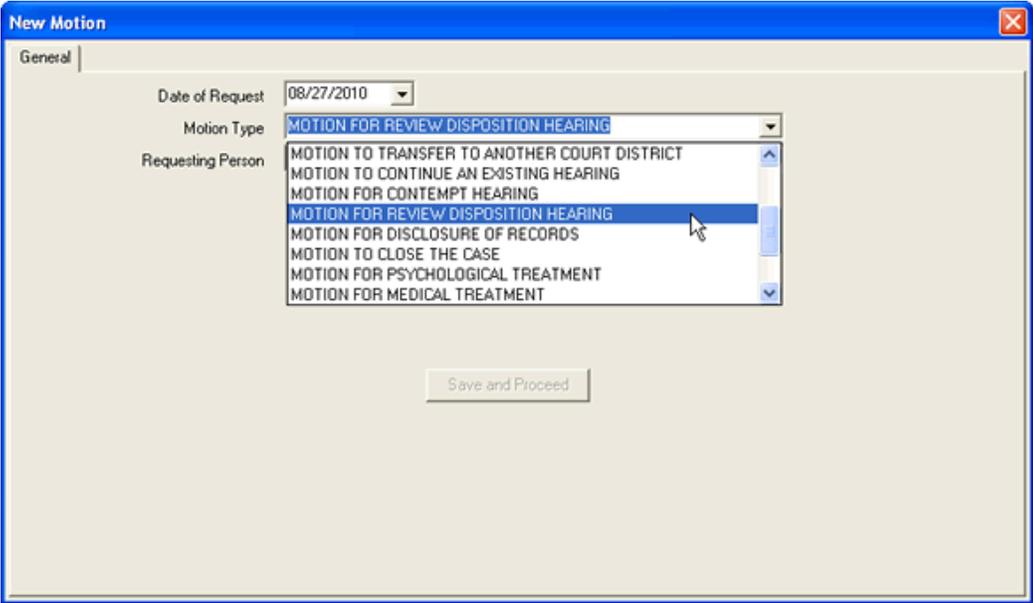
The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

- *Motion for Review*

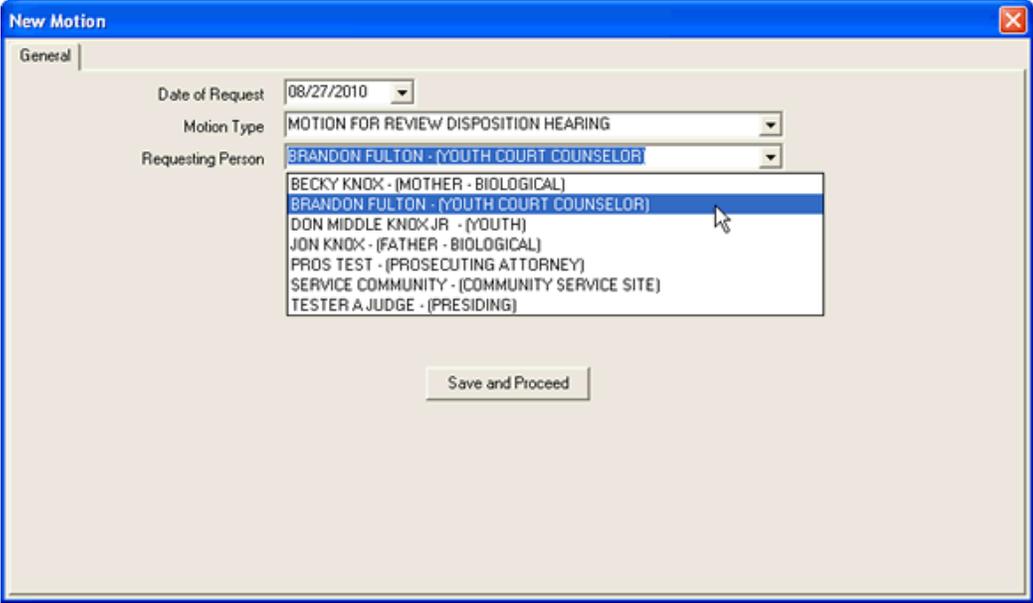
Note !

A Motion for Review Disposition Hearing can only be filed after a case has been disposed.

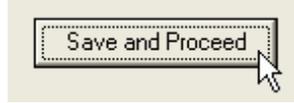
Step 6 - Select Motion for Review Disposition Hearing as the Motion Type.



Step 7 - In the Requesting Person field, select the person who made the request from the drop-down list.



Step 8 - Click Save and Proceed.



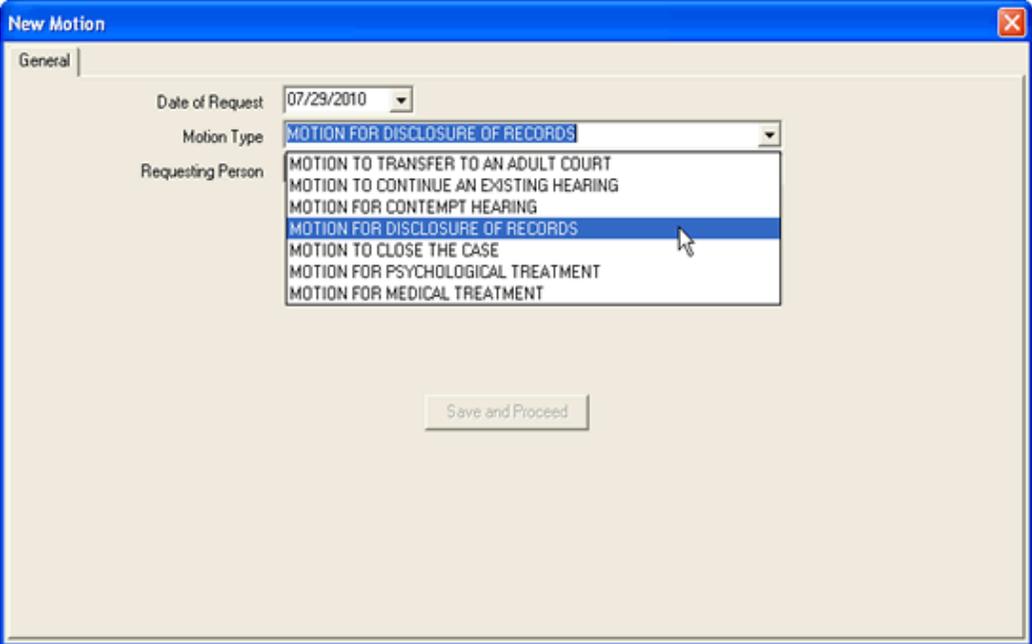
Step 9 - Select a Court Action from the drop-down list.

<p>Granted</p>	<p>If this option is selected, 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>

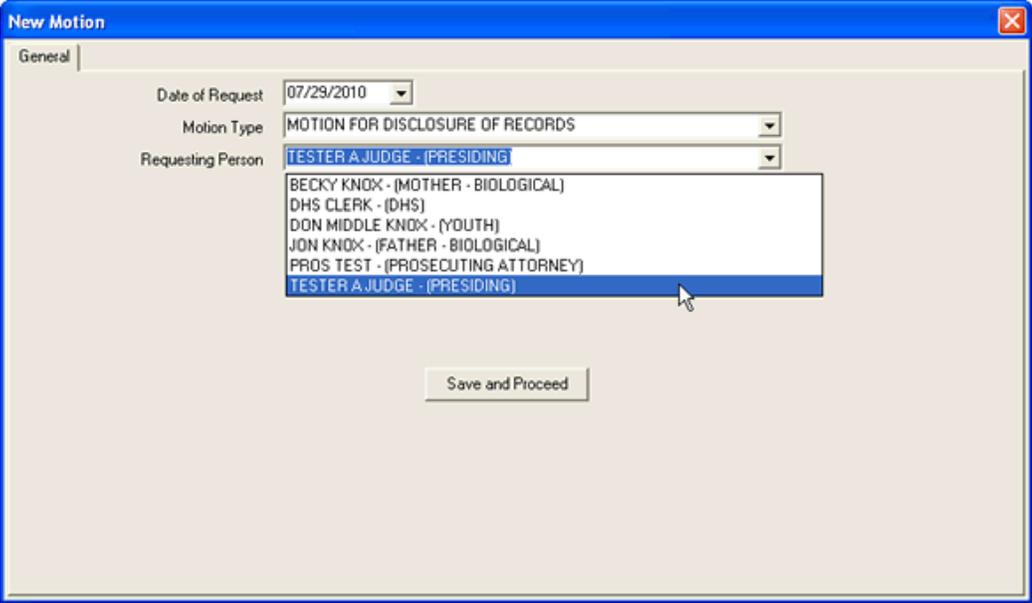
Step 10 - Click OK.

- *Motion for Disclosure of Records*

*Step 6 - Select **Motion for Disclosure of Records** as the **Motion Type**.*



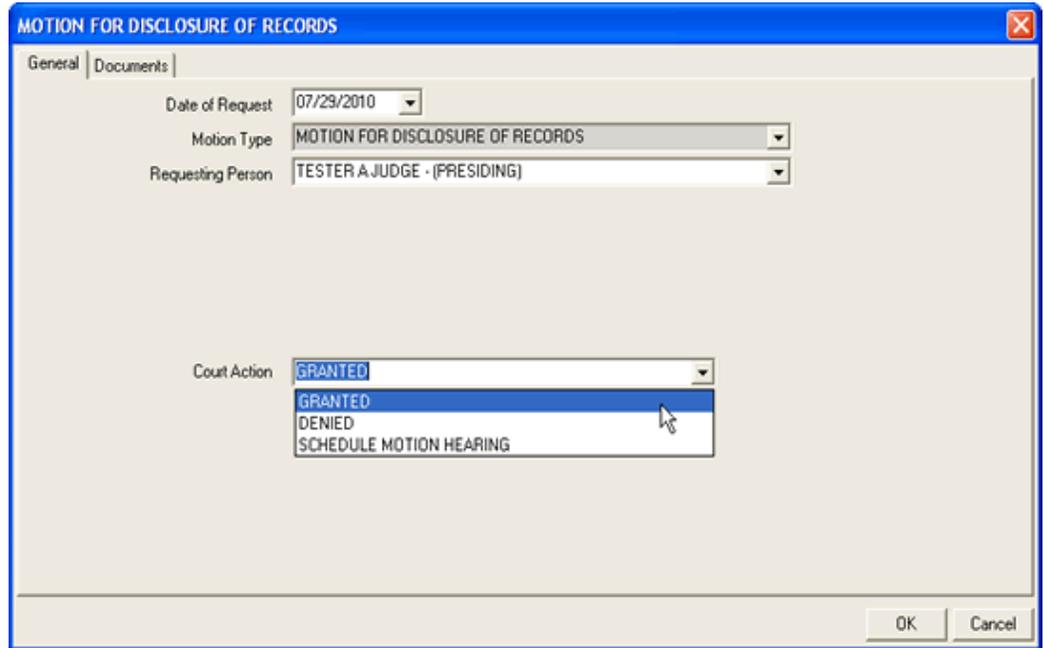
*Step 7 - In the **Requesting Person** field, select the person making the request from the drop-down list.*



*Step 8 - Click **Save and Proceed**.*



*Step 9 - Select a **Court Action** from the drop-down list.*



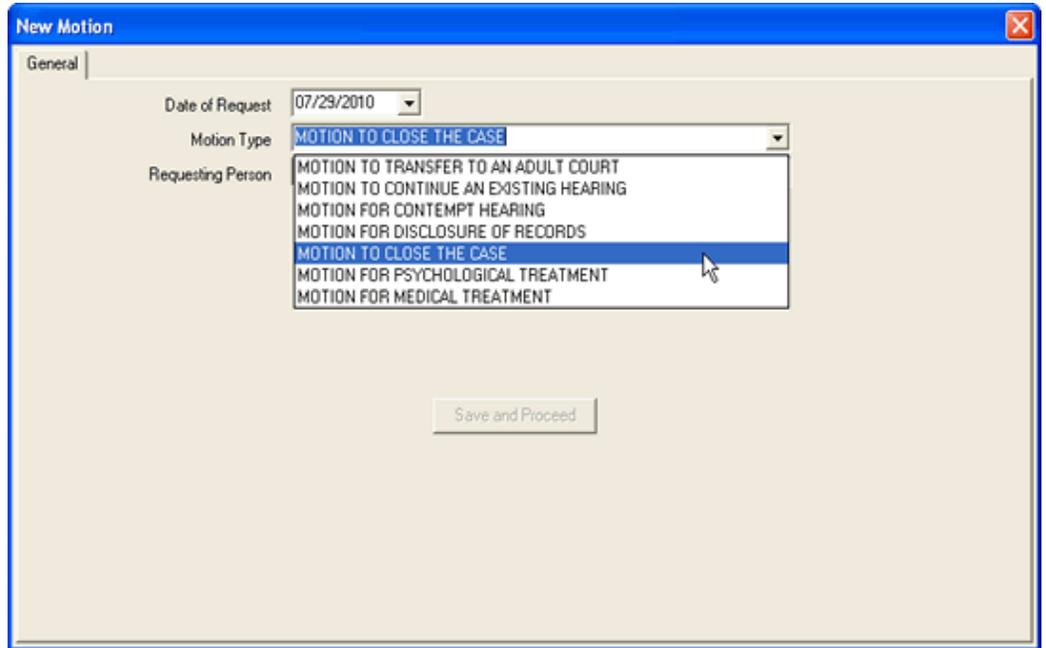
Granted	If this option is selected, the Motion for Disclosure of Records window will close and the motion will be marked as Granted.
Denied	If the motion is denied, the Motion for Contempt Hearing window will close and the motion will be marked as Denied.
Schedule Motion Hearing	If this option is selected, 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**.*



The screenshot shows a window titled "New Motion" with a "General" tab. The "Date of Request" is set to "07/29/2010". The "Motion Type" dropdown menu is open, displaying a list of 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" (highlighted), "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 person who made the request from the drop-down list.*

1-0 Application Overview and Navigation

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.*

MOTION TO CLOSE THE CASE

General Documents

Date of Request: 07/29/2010

Motion Type: MOTION TO CLOSE THE CASE

Requesting Person: PROS TEST - (PROSECUTING ATTORNEY)

Court Action: GRANTED

GRANTED
DENIED
SCHEDULE MOTION HEARING

OK Cancel

Granted	If this option is selected, the Motion to Close the Case window will close and the motion will be marked as Granted.
Denied	If the motion is denied, the Motion to Close the Case 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.

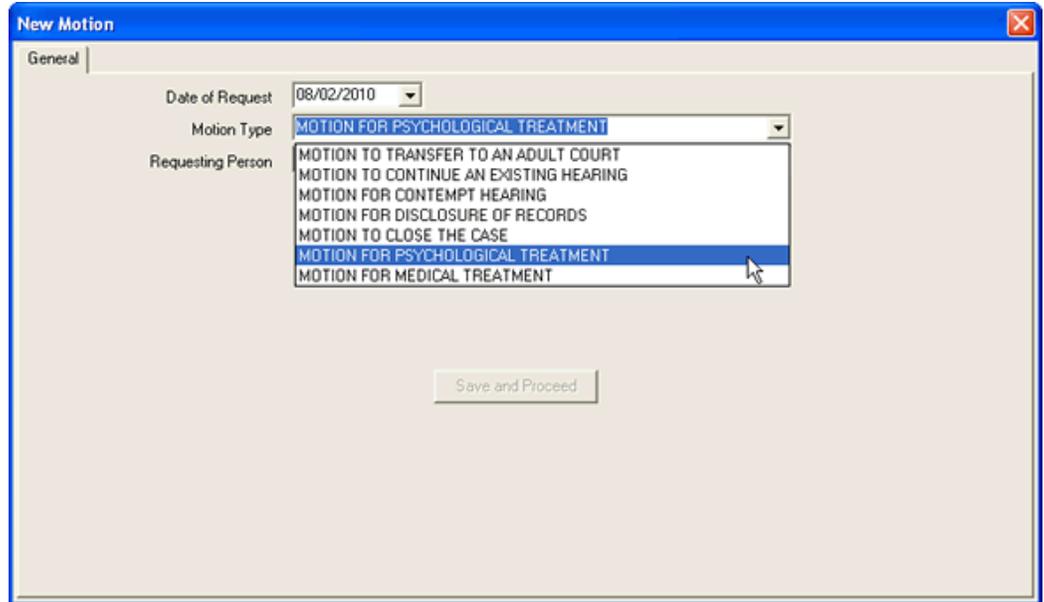
Step 10 - Click OK.

The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

-
- *Motion for Psychological Treatment*

Step 6 - Select Motion for Psychological Treatment as the Motion Type.

1-0 Application Overview and Navigation

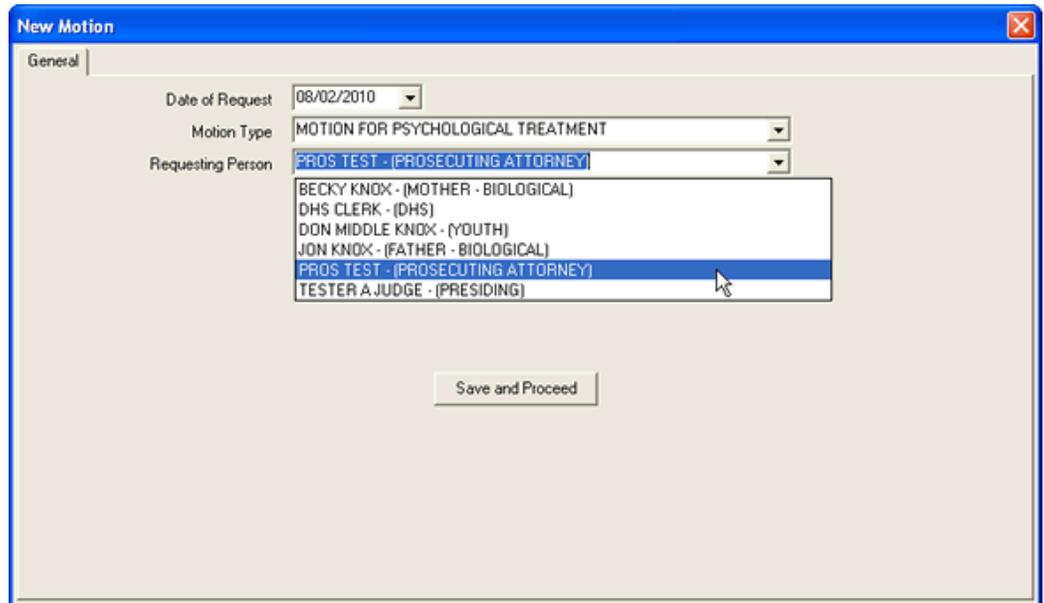


The screenshot shows the 'New Motion' application window with the 'General' tab selected. The 'Date of Request' is set to '08/02/2010'. The 'Motion Type' is 'MOTION FOR PSYCHOLOGICAL TREATMENT'. The 'Requesting Person' dropdown menu is open, displaying a list of names and roles. The 'Requesting Person' field is currently empty.

Requesting Person
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
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.



The screenshot shows the 'New Motion' application window with the 'General' tab selected. The 'Date of Request' is '08/02/2010'. The 'Motion Type' is 'MOTION FOR PSYCHOLOGICAL TREATMENT'. The 'Requesting Person' dropdown menu is open, and 'PROS TEST - (PROSECUTING ATTORNEY)' is selected. The 'Requesting Person' field now contains the selected name.

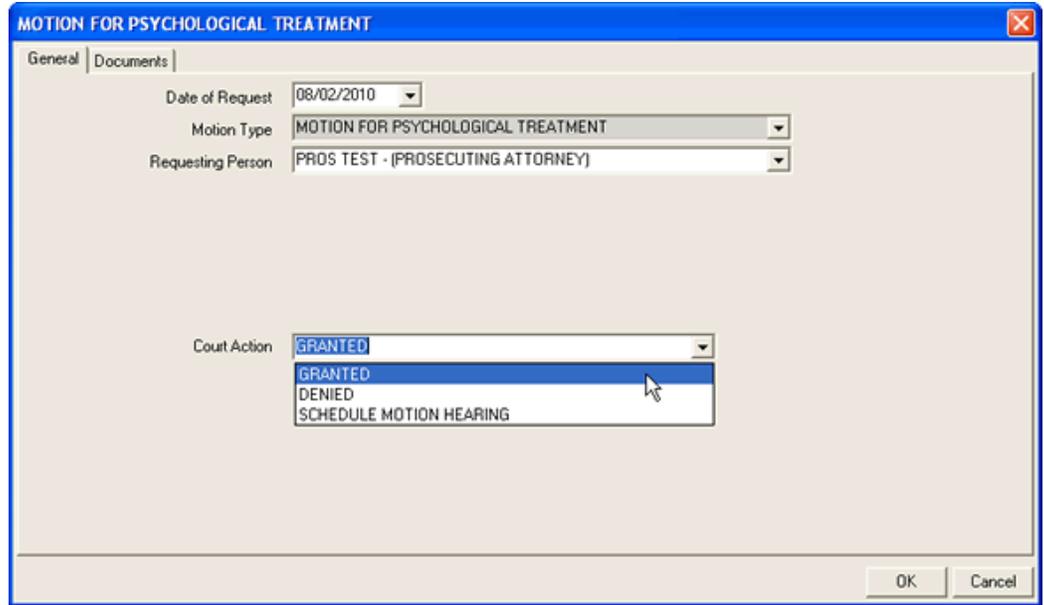
Requesting Person
PROS TEST - (PROSECUTING ATTORNEY)
BECKY KNOX - (MOTHER - BIOLOGICAL)
DHS CLERK - (DHS)
DON MIDDLE KNOX - (YOUTH)
JON KNOX - (FATHER - BIOLOGICAL)
PROS TEST - (PROSECUTING ATTORNEY)
TESTER A.JUDGE - (PRESIDING)

Save and Proceed

Step 8 - Click Save and Proceed.



Step 9 - Select a Court Action from the drop-down list.



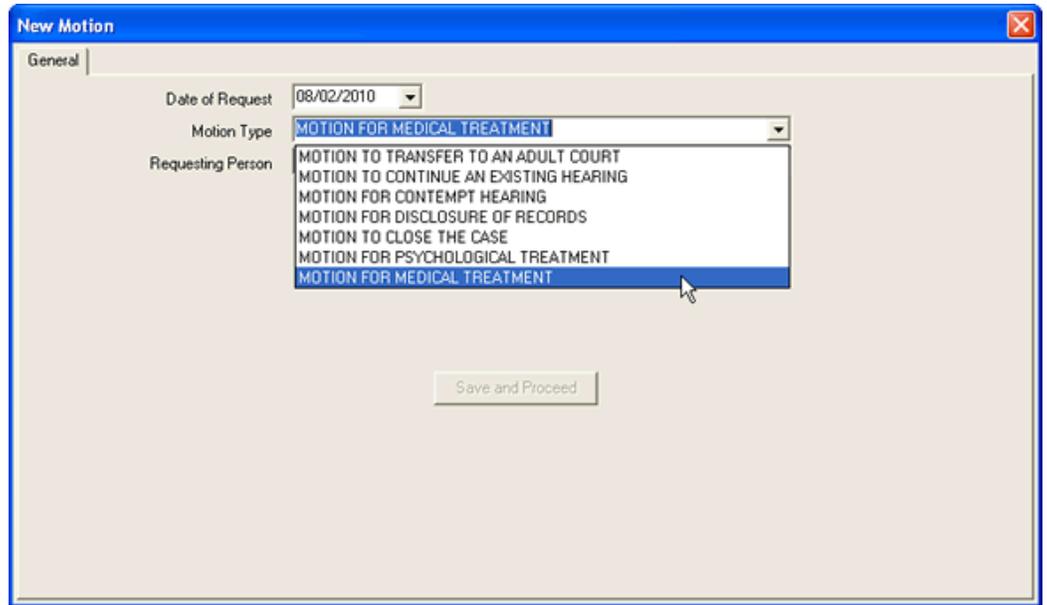
<p>Granted</p>	<p>If this option is selected, the Motion for Psychological Treatment window will close and the motion will be marked as Granted.</p>
<p>Denied</p>	<p>If the motion is denied, the Motion for Psychological Treatment window will close and the motion will be marked as Denied.</p>
<p>Schedule 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.

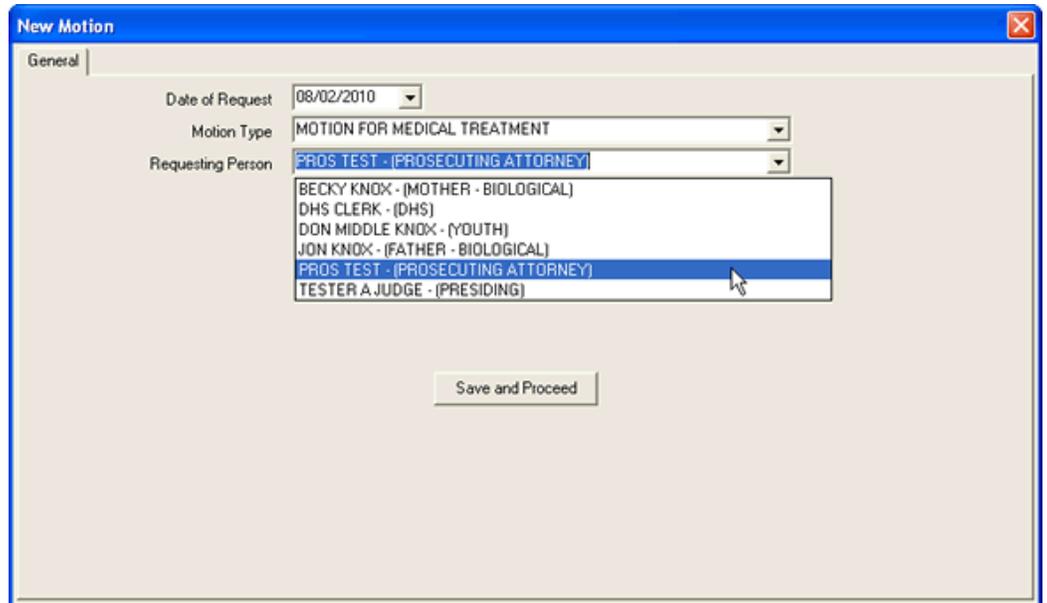
- *Motion for Medical Treatment*

Step 6 - Select Motion for Medical Treatment as the Motion Type.



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 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 "MOTION FOR MEDICAL TREATMENT" option is highlighted. A "Save and Proceed" button is visible at the bottom.

Step 7 - In the requesting Person field, select the person who made the request from the drop-down list.

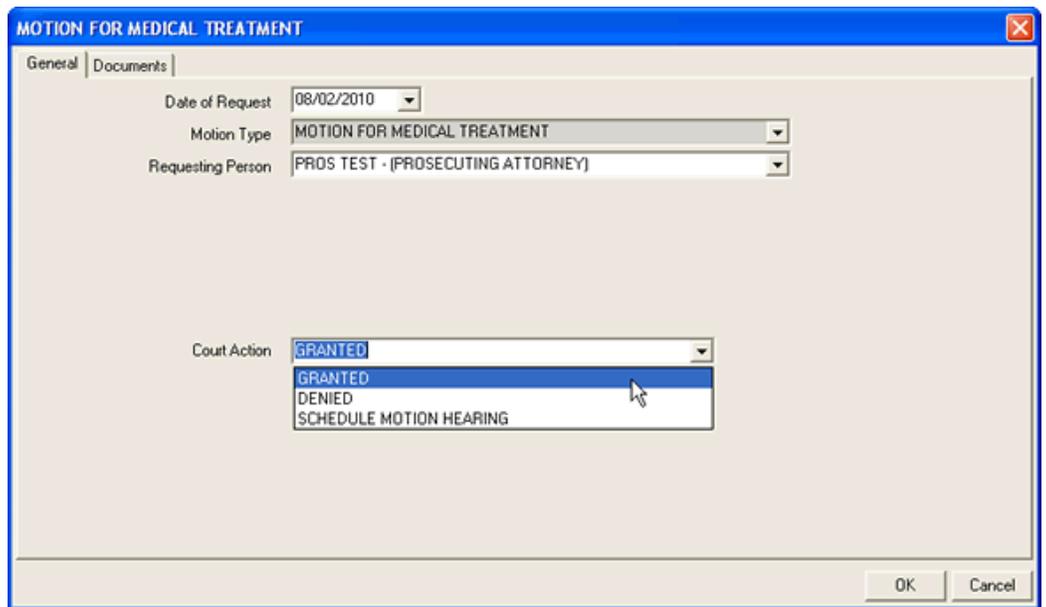


The screenshot shows the same "New Motion" window. The "Motion Type" is now "MOTION FOR MEDICAL TREATMENT". The "Requesting Person" dropdown menu is open, displaying a list of names and roles: "BECKY KNOX - (MOTHER - BIOLOGICAL)", "DHS CLERK - (DHS)", "DON MIDDLE KNOX - (YOUTH)", "JON KNOX - (FATHER - BIOLOGICAL)", "PROS TEST - (PROSECUTING ATTORNEY)", and "TESTER A JUDGE - (PRESIDING)". The "PROS TEST - (PROSECUTING ATTORNEY)" option is highlighted. A "Save and Proceed" button is visible at the bottom.

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 Medical Treatment window will close and the motion will be marked as Granted.
Denied	If the motion is denied, the Motion for Medical Treatment 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.

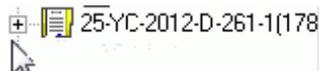
Step 10 - Click OK.

The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

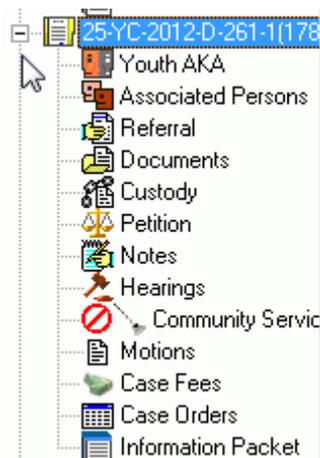
35.2 - Edit a Motion Record

► *Step 1 - Expand the Case*

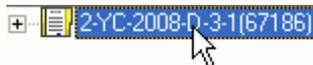
Click on the  next to the case number in the Case Navigation Panel.



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.

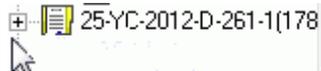
▶ *Step 4 - From the list of actions, click on Edit the selected Motion record.*

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.

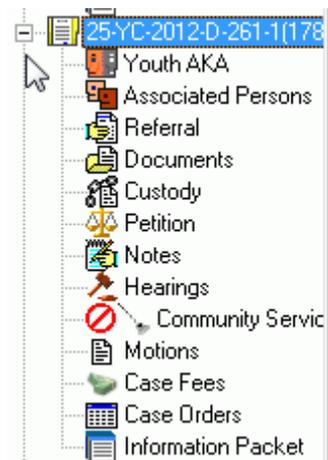
35.3 - Delete a Motion Record

► *Step 1 - Expand the Case*

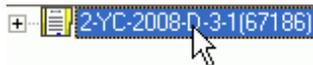
Click on the  next to the case number in the Case Navigation Panel.



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.

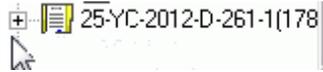
▶ *Step 4 - From the list of actions, click on Delete the selected Motion record.*

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.

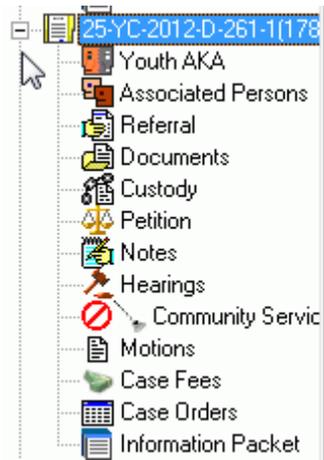
35.4 - Record a Motion to the General Docket

► *Step 1 - Expand the Case*

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

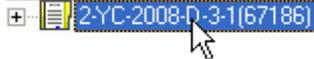


The expanded case will look like the image below.

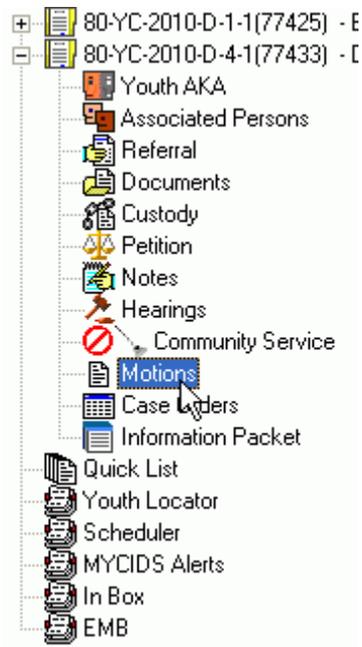




The case can also be collapsed / expanded by double-clicking the case.



► *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.

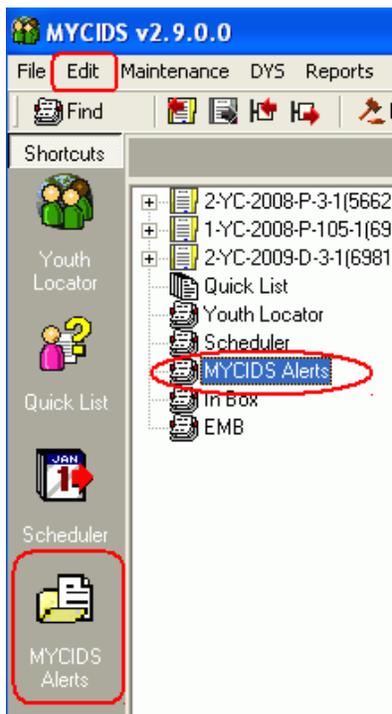
▶ *Step 4 - From the list of actions, click on Record the selected Motion record to the General Docket.*

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.

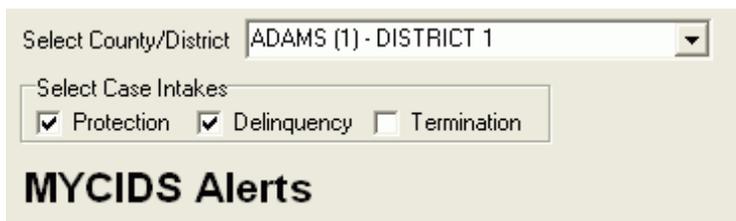
Alerts

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

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.

Intake Date	Docket Number
03/11/2009	2-YC-2009-D-5-1(69812) - AMY JO TESTCASE

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.

[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(89812) - 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.



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

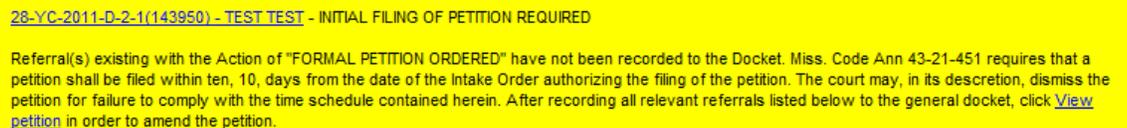
▶ *Petition Alerts*

Petition Alerts:
 [View](#) Petition Alerts

Petition Alerts are generated to notify the Prosecutor when cases pending petitions have been entered.

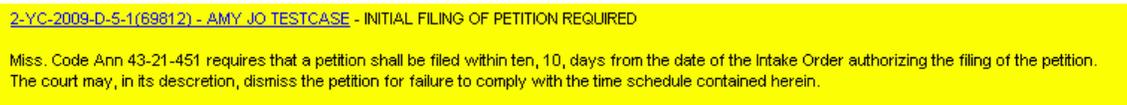
The following alerts are generated when:

1. A non-recorded referral exists with the Order of the Court of "Formal Petition Ordered" entered.



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.



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

► *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.

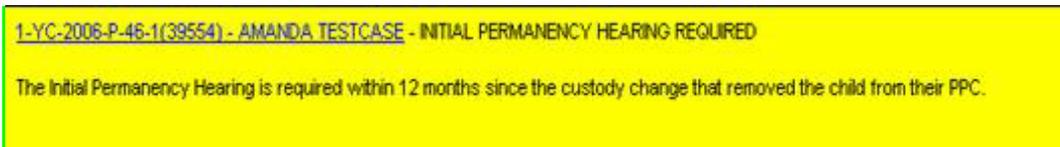
Concluding the hearing will also remove the Summons alert.

► *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.



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

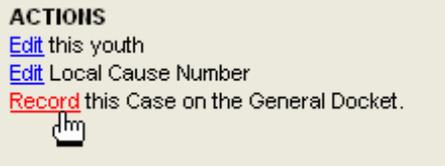
A custody change with Reasonable Efforts Made must be made within 30 days of the initial removal of the child from their PPC.

29.4 Record to General Docket Alerts

► *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 A	JILL MARY TESTCASE - MOTHER - BIOLO	BENTON C

< []

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](#).

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

- ▶ *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

- ▶ *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.

Refresh Back

Total Cases that generated an Alert: 2

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.

Refresh Back

Total Cases that generated an Alert: 4

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

[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
▶ <input type="checkbox"/> DETENTION CENTER ALCORN COUNTY	12	12	0
<input type="checkbox"/> 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](#) Paren/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	t

◀

Show Summons Documents

For more information on Document Modification requests see [34.0 - Case Removal & Unlocking Documents](#).

29.7 Motion Alerts

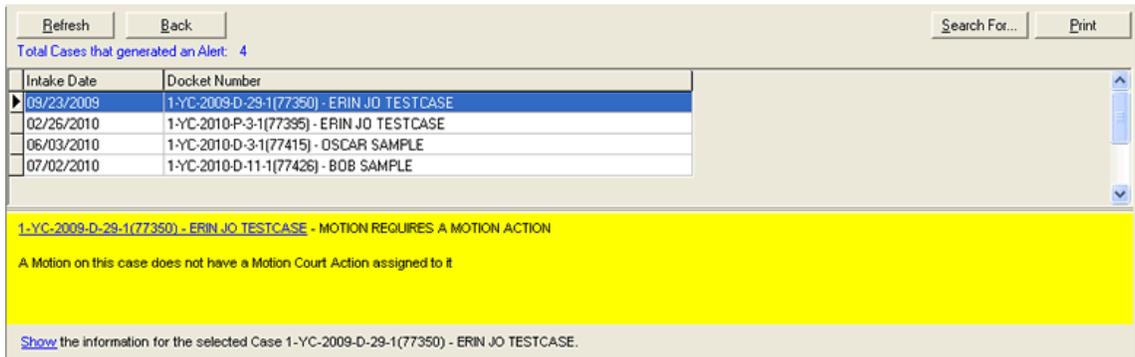
Motion Alerts:

- [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.

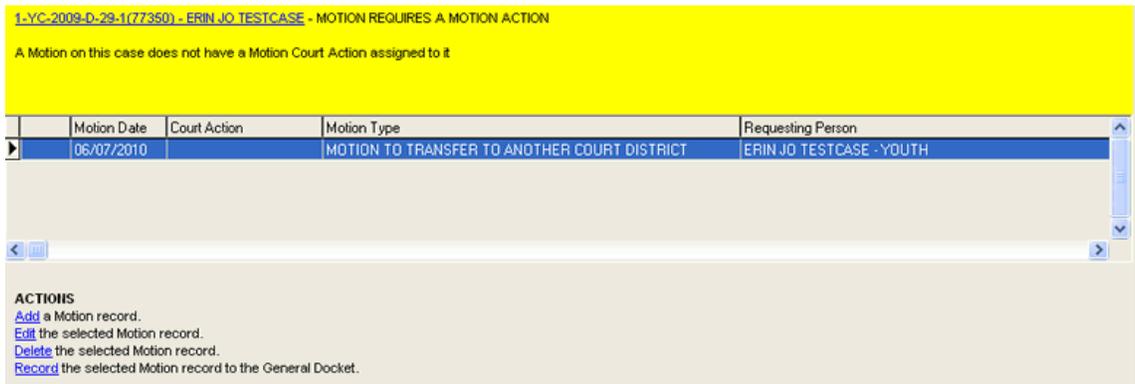
This action will return a screen similar to the image below.



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.

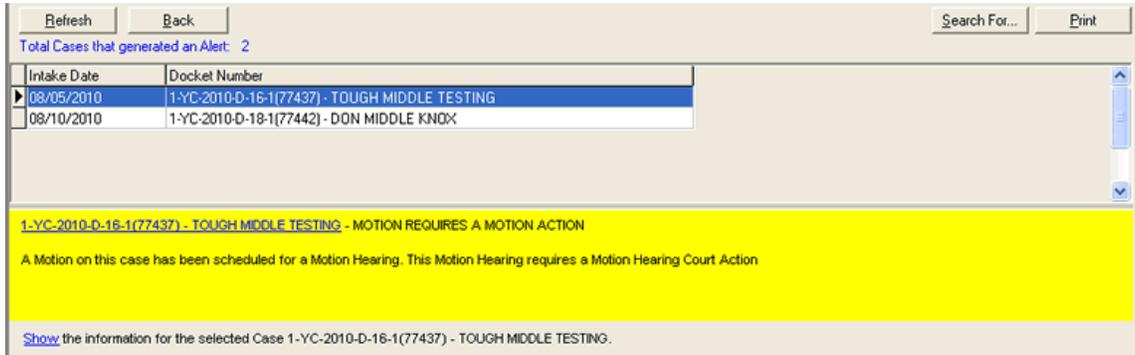


The motions may be edited directly from this screen. To see more information on editing motions, see [35.2 - Edit a Motion Record](#).

► *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.

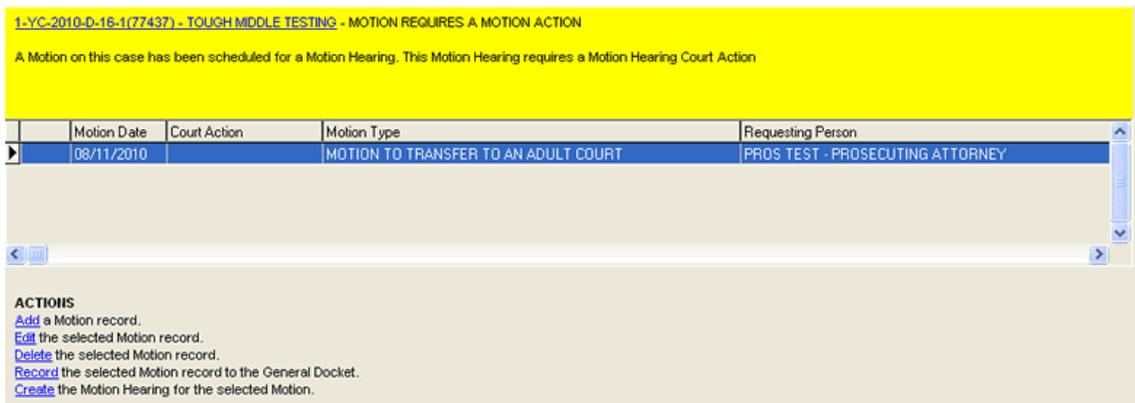
The action will return a screen similar to the image below.



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.



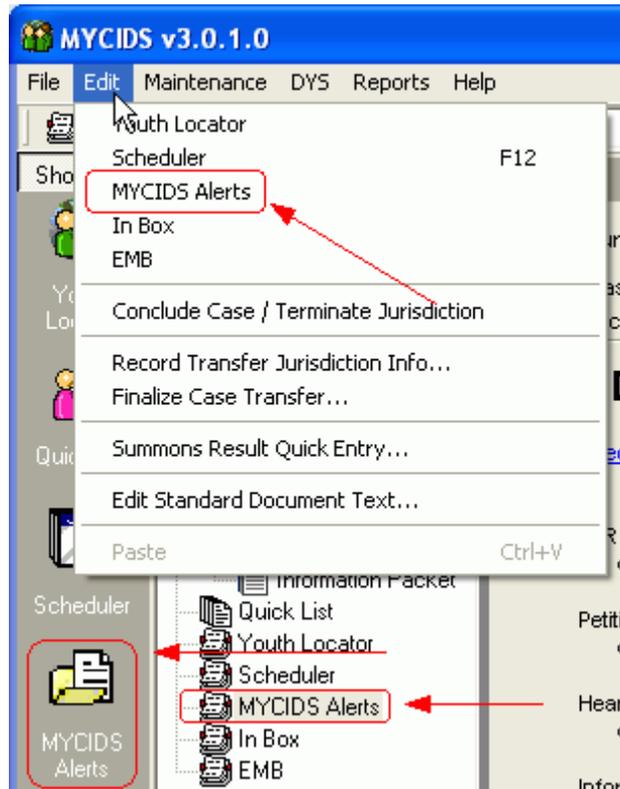
The motions may be edited directly from this screen. To see more information on editing motions, see [35.2 - Edit a Motion Record](#).

30.0 - TPR (Termination of Parental Rights)

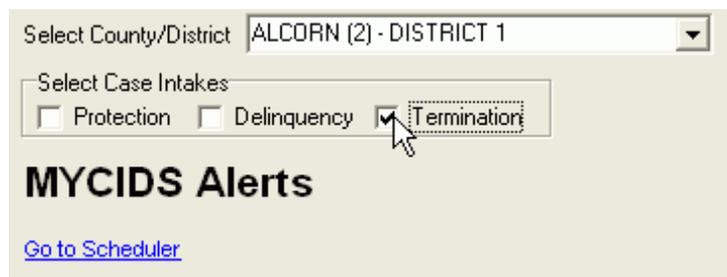
Once an action of TPR (Termination of Parental Rights) is given at a Disposition hearing, a TPR case alert will display in the alerts section of MYCIDS.

► *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

[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) 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.

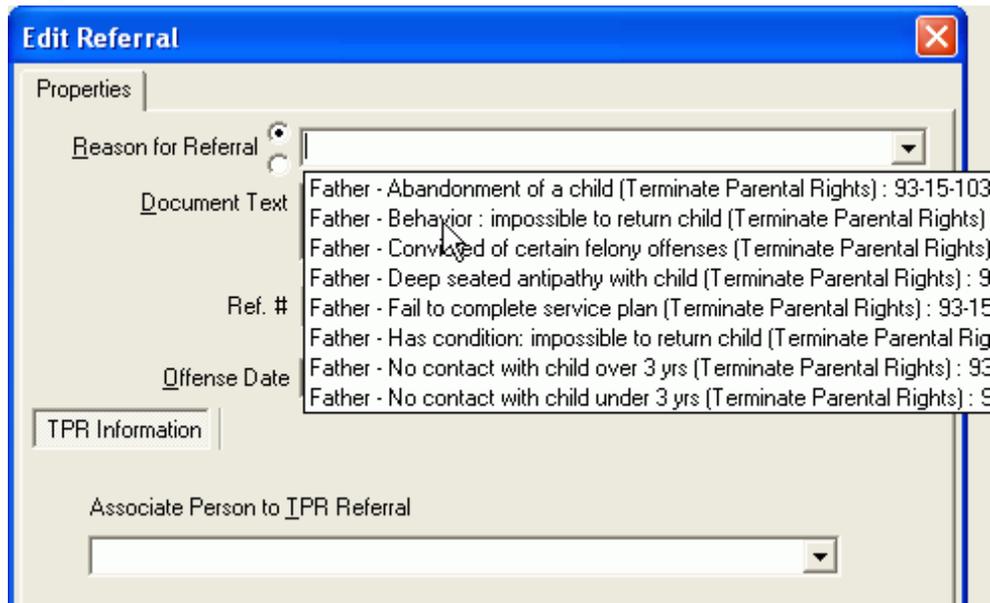
ACTIONS
[Add](#) a referral.

Click on [Add](#) a referral

No referrals have been added to this case.

ACTIONS
[Add](#) a referral.

Choose Reason for Referral



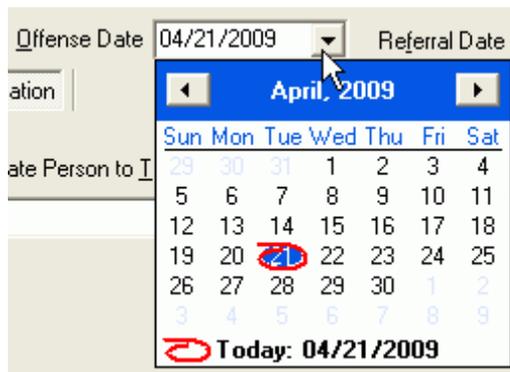
Enter Document Text (optional)



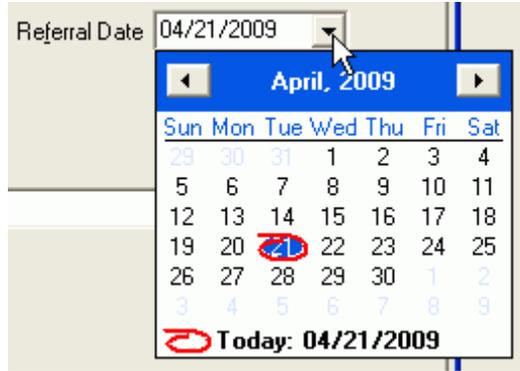
Enter Ref.# (optional)



Enter Offense Date



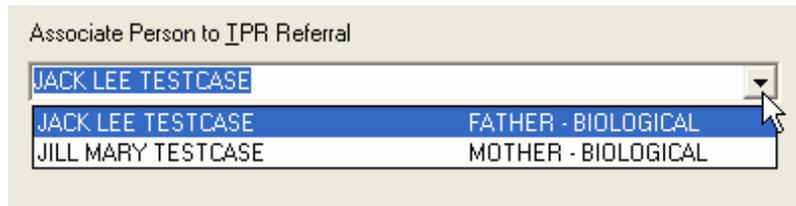
Enter Referral Date



Click the Add button to Enter Allegation Brought By



Enter Associate Person to TPR Referral

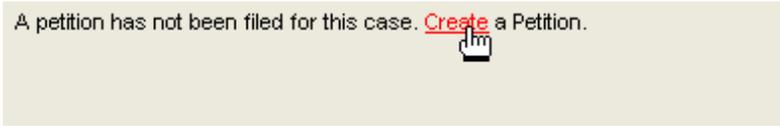


► *Create TPR Petition*

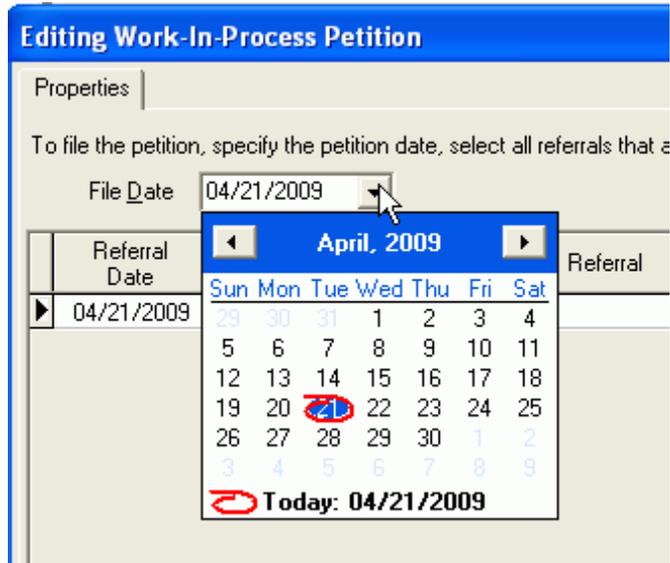
Click on the petition node.



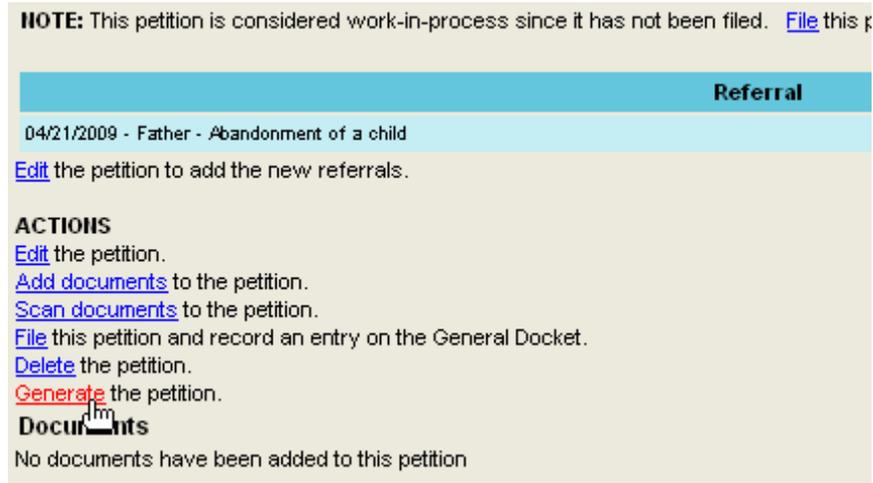
Click on [Create](#) a petition.



Enter Petition File Date and click OK.

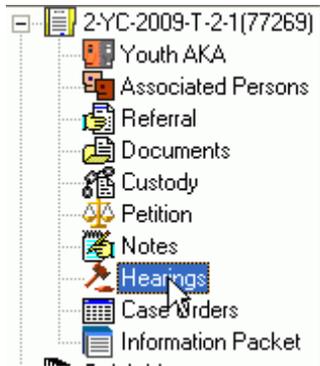


Click on [Generate](#) the petition to create the petition document.



► *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.

*** 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*

In order to be able to transmit a case to DYS, at least one of the following milestones must be reached in the case.

- ▶ When all referrals have been disposed, or a disposed referral is modified or removed.
 - This is accomplished through Informal Adjustments, or Take No Action referral orders that have been recorded onto the General Docket.
 - Or for Referrals that are brought forward, disposed of at concluded hearings through either dismissal or at a Disposition hearing.
- ▶ Case is Closed.
- ▶ Case is transferred to another District.
- ▶ Case is Deleted.
- ▶ Youth is Expunged.

As these milestones are reached, the case will be placed on a list of cases that require transmission to DYS. To access these cases ready for transmission, click on the DYS menu and choose DYS Case Selector.

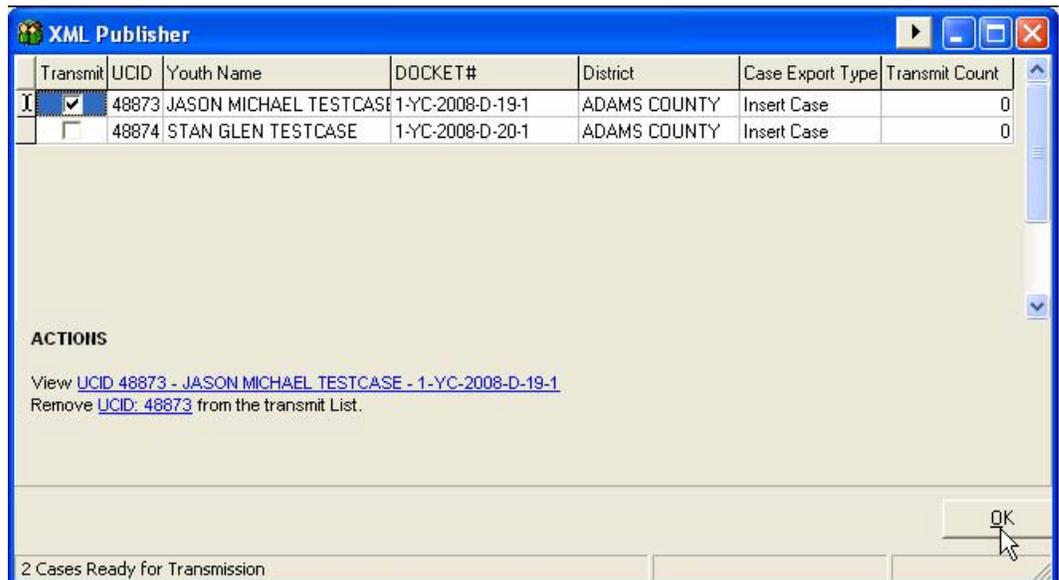


After choosing DYS Case Selector, a window like the one shown below will appear. This window lists all the cases ready to be transmitted electronically to DYS.

1-0 Application Overview and Navigation



To transmit cases, click the check box under the transmit column for the case(s) you would like to transmit to DYS. Once selections are completed, click the OK button to transmit the cases.



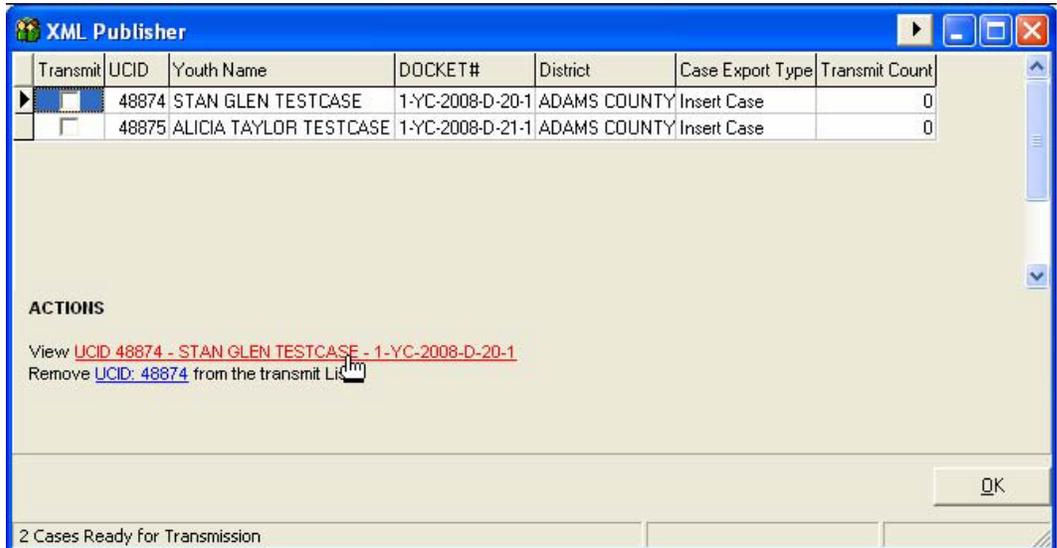
If any more milestones are met for a case after the initial transmission, the case will not show up in the transmission list if this milestone was met in the same day of the initial transmission. The MYCIDS server submits your transmissions nightly to DYS, so when this happens, it will get the most current information for the case, including any milestones that were met after the initial transmission and submit them to DYS. If any new milestones for the case were accomplished that did not happen the same day of the initial transmission, the case will show up in the list for transmission to DYS.

MYCIDS User Guide

To open a case in the list, select the row for the case

Transmit	UCID	Youth Name	DOCKET#	District
<input checked="" type="checkbox"/>	48874	STAN GLEN TESTCASE	1-YC-2008-D-20-1	ADAMS COUNTY
<input type="checkbox"/>	48875	ALICIA TAYLOR TESTCASE	1-YC-2008-D-21-1	ADAMS COUNTY

Then, click on the view link in the actions list.



The screenshot shows a window titled "XML Publisher" with a table of cases and an actions list below it.

Transmit	UCID	Youth Name	DOCKET#	District	Case Export Type	Transmit Count
<input checked="" type="checkbox"/>	48874	STAN GLEN TESTCASE	1-YC-2008-D-20-1	ADAMS COUNTY	Insert Case	0
<input type="checkbox"/>	48875	ALICIA TAYLOR TESTCASE	1-YC-2008-D-21-1	ADAMS COUNTY	Insert Case	0

ACTIONS

View [UCID 48874 - STAN GLEN TESTCASE - 1-YC-2008-D-20-1](#)
Remove [UCID: 48874](#) from the transmit List

OK

2 Cases Ready for Transmission

To remove a case in the list, select the row for the case

Transmit	UCID	Youth Name	DOCKET#	District
<input checked="" type="checkbox"/>	48874	STAN GLEN TESTCASE	1-YC-2008-D-20-1	ADAMS COUNTY
<input type="checkbox"/>	48875	ALICIA TAYLOR TESTCASE	1-YC-2008-D-21-1	ADAMS COUNTY

Then, click on the Remove link in the actions list.



► *Report - Cases Transmitted to DYS*

The "Cases Transmitted to DYS report" can be generated that will list the cases that were transmitted to DYS for a certain date criteria. This report is located in the reports module.

For more information on generating reports, see section [22.0 - Reports](#).

A sample of the "Cases Transmitted to DYS report" is shown below.

YOUTH COURT CASES TRANSMITTED TO DYS		
6/1/2008 to 6/12/2008		
Cases Transmitted on 06/05/2008		
ADAMS COUNTY YOUTH COURT		
Transmission Date	Docket Number	Child's Name
06/05/2008	1-YC-2008-D-408-1(31254) (LC# P08-121)	JERRY SHEPHERD, III
06/05/2008	1-YC-2008-D-495-1(31840) (LC# P08-126)	KEYANTE L WILEY
06/05/2008	1-YC-2008-D-8-1(48830) (LC# 975)	DARYL TESTCASE, JR
06/05/2008	1-YC-2008-D-12-1(48834)	AMY1 JO TESTCASE TESTCASE
06/05/2008	1-YC-2008-D-14-1(48853)	BEN TESTCASE
06/05/2008	1-YC-2008-D-15-1(48854) (LC# TEST11)	HARLOD M TESTCASE, JR.
Total ADAMS COUNTY Youth Court cases		6
Total Case transmitted on 06/05/2008		6

*** 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

Refresh Back Search For... Print

Total Cases that generated an Alert: 86

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

[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>MACMS Docket Number</u>	<u>MYCIDS Docket Number</u>	<u>Import Status</u>	<u>Reason for Failure</u>
3/9/2009	Johhny 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

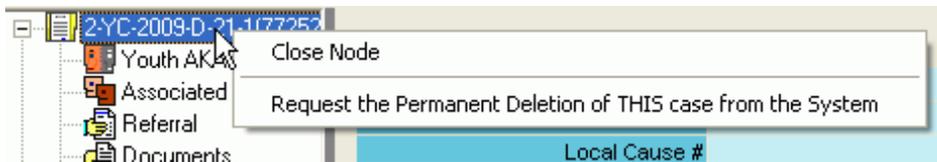
Total cases that FAILED to be imported 289

Total Cases that MYCIDS attempted to Import for the selected time period **376**

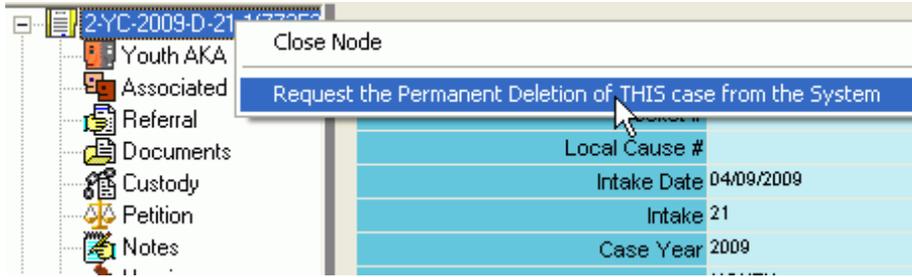
Cases in MYCIDS that have no electronically signed documents in the case can be requested for removal from the MYCIDS system. Also, recorded documents can be requested to be unrecorded (unlocked). Electronically signed documents **cannot** be requested for deletion. Only users who are given MYCIDS access 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.

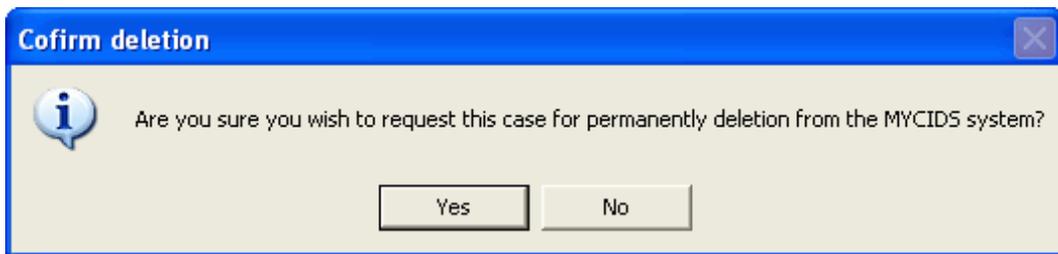


Note !

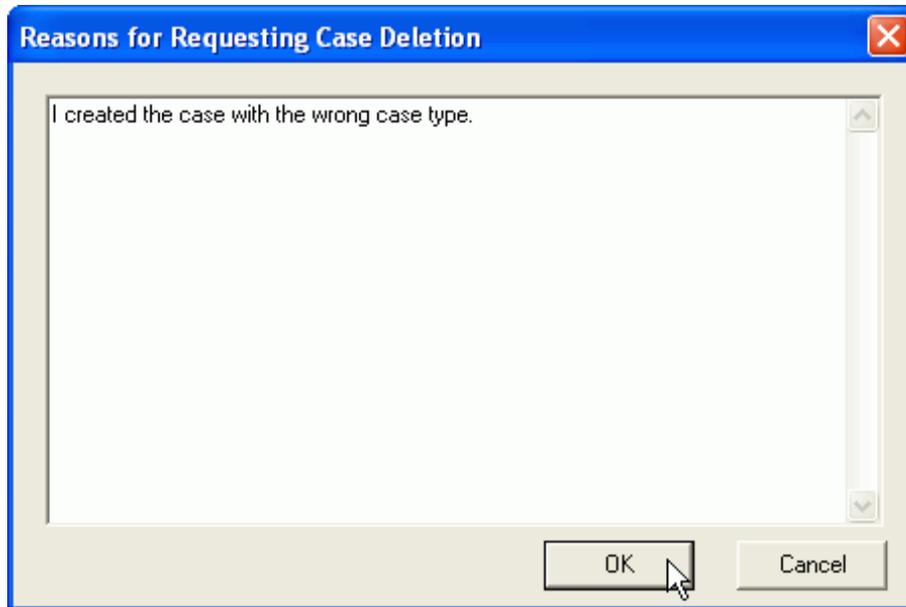
If the case being requested for deletion has recorded documents attached to it, the following message will appear.



Step 3: Choose YES from the "Confirm deletion" window to confirm the deletion or choose NO to cancel the request.



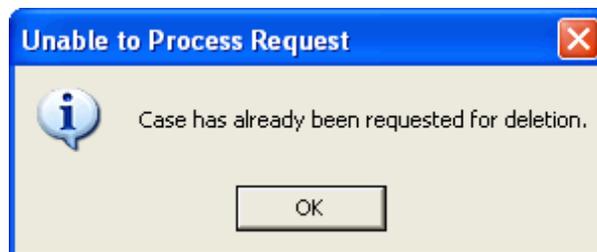
Step 4: Enter the reason(s) for requesting the case deletion and click OK or click the CANCEL button to cancel the deletion request.



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.

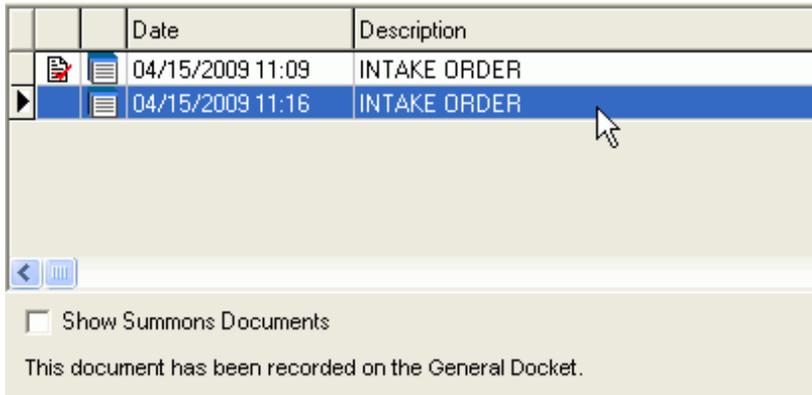
**Note !**

When a case is requested for deletion and the case has already been logged for deletion, a message will appear to notify the user.

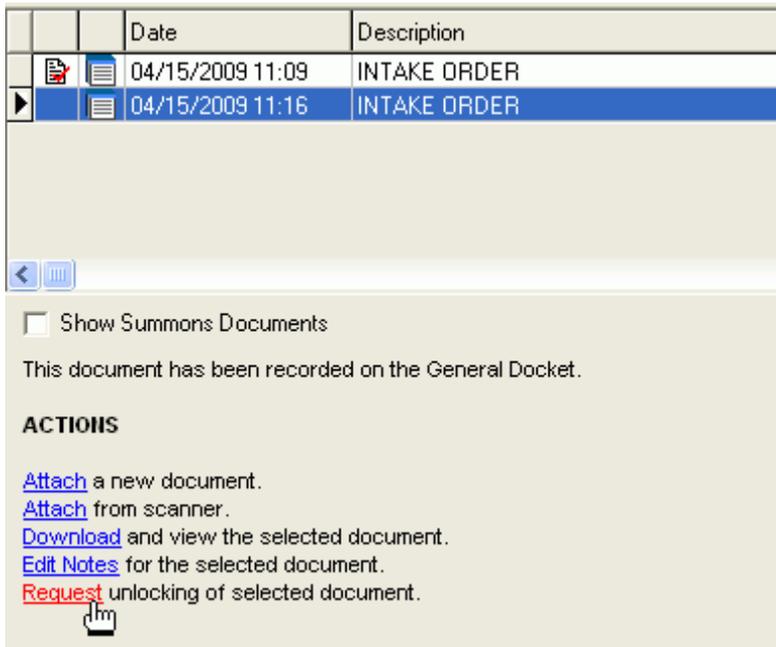


► *Requesting Document unlocking.*

Step 1: Select the document in the documents node to request the unlocking of.

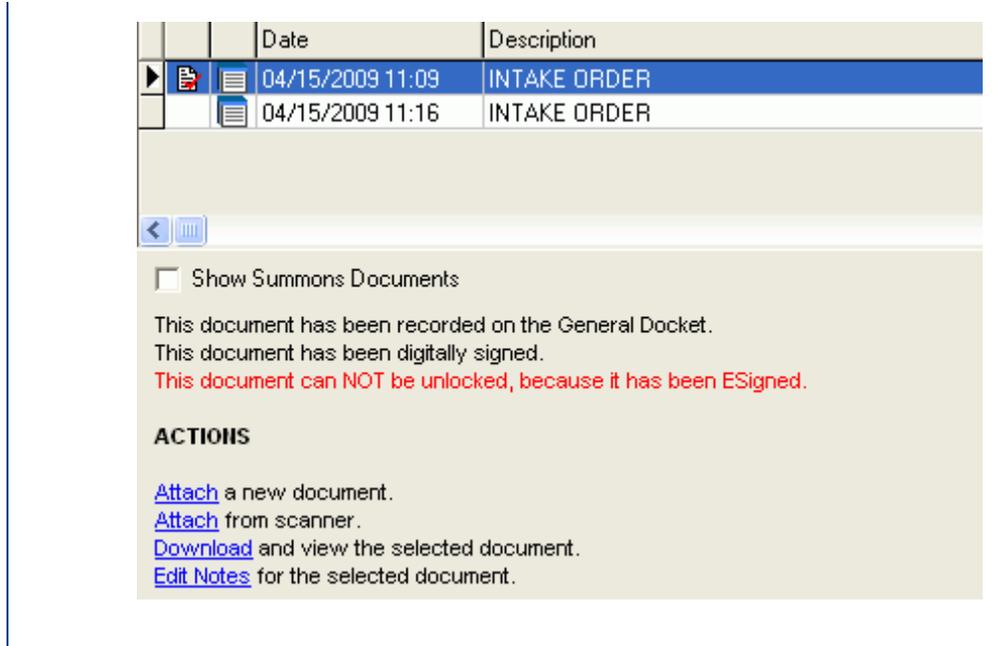


Step 2: Choose "Request unlocking of selected document" from the list of actions.



Note !

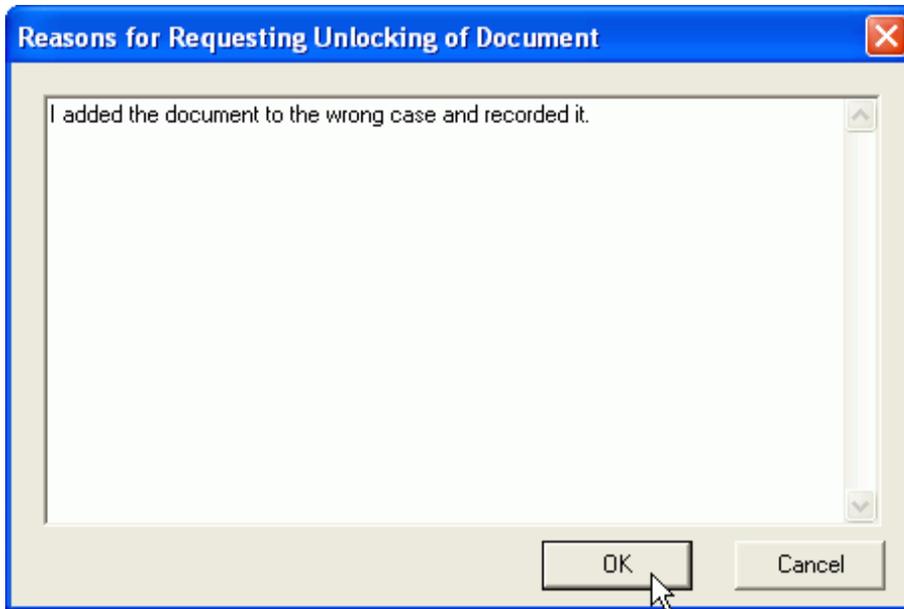
If a document cannot be requested for unlocking, the action to request the unlocking of the document will not be available and a message will show up stating why is cannot be requested for unlocking.



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.



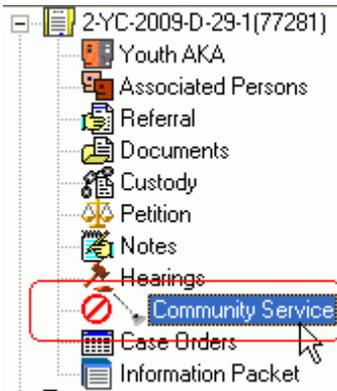
After the OK button is clicked, a message will appear stating that the unlocking request has been logged. Click the OK button to close out this window.

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.



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.

DISPOSITION (05/21/2009 09:00 AM) - 2-YC-2009-D-29-1 (77281) AMY

Open Hearings | Copy Hearing

General | Summons/Notices | Attendees | Continuance | Court Action | Documents

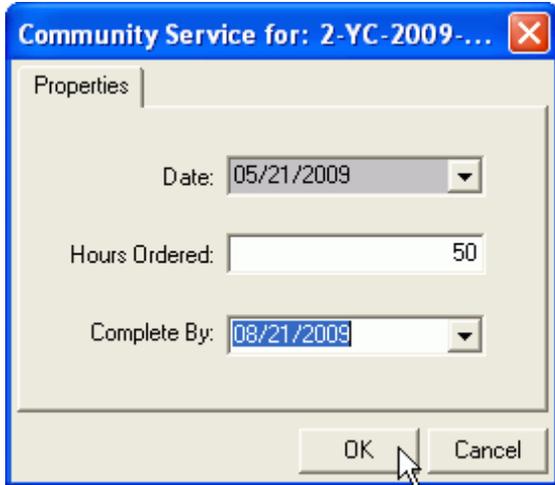
Dismissed/Proved	Referral	Count	Action
Proved	ARSON: ATTEMPT AND OR INDUCE TO	1	<ul style="list-style-type: none"> Action Choose Action from List... Clear Action Add Custody... Ctrl+U Otherwise Ordered... Ctrl+O Record Entry on General Docket... Show Applicable Show All Jump to

Dismissed/Proved Proved
 Referral ARSON
 Count 1
 First Call ADMITTED - 05/21/2009 9:00:00 AM
 Adjudication DELINQUENT CHILD - 05/21/2009 9:00:00 AM
 Disposition -
 Recommendation BRING FORWARD - 05/21/2009
 Order FORMAL PETITION ORDERED - 05/21/2009
 Editable? Y

- None
- ADOLESCENT OFFENDER I
- COMMIT TO A MENTAL HE
- COMMUNITY SERVICE**
- COMMUNITY SERVICE EXT
- COUNSELING
- CURFEW
- CURFEW EXTENDED
- DETENTION
- DETENTION SUSPENDED
- DISMISSED
- DRUG COURT
- ELECTRONIC MONITORIN
- FINE
- HELD OPEN WITHOUT AC
- HOUSE ARREST
- INDEFINITE SUPERVISION
- INTENSIVE SUPERVISION
- MOTION TO TRANSFER
- ORDER TO ATTEND SCHO
- OTHER
- PAROLE

For information on adding court actions to a hearing see section [11.2 - Edit a Hearing](#).

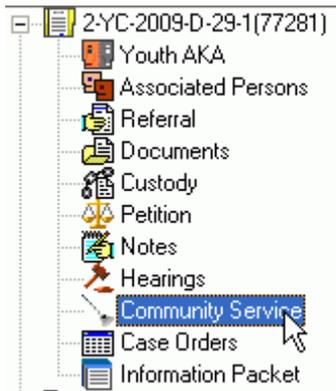
2. Enter the community service hours information.



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 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
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Approval Dates Total Hours Worked Overall Performance 	0	0	0
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

Site	Hours Assigned	Hours Completed	Hours Remaining
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Approval Dates Total Hours Worked Overall Performance 	0	0	0
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.



► *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
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
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.

The screenshot shows a dialog box titled "Community Service Hours Worked". It has a blue title bar with a close button (X) in the top right corner. The dialog is divided into a "Properties" tab and a main content area. The content area contains the following fields:

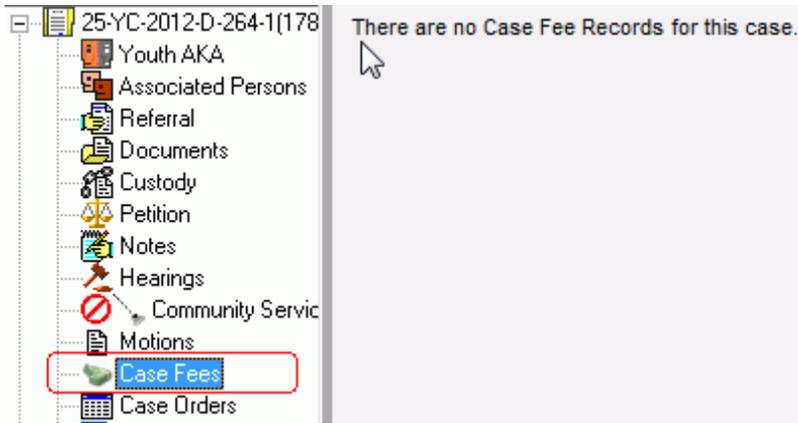
- Site:** A text box containing "OAKDALE HOSPITAL".
- Hours Remaining:** A text box containing "50".
- Approval Date:** A dropdown menu showing "05/22/2009".
- Total Hours Worked:** A text box containing "20".
- Overall Performance:** A dropdown menu showing "SATISFACTORY".
- Notes:** A large empty text area.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel". A mouse cursor is pointing at the "OK" button.

5. Click OK

Case Fees

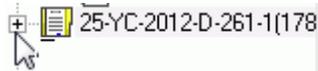
The Case Fees node on a case becomes available once a type of case fee (fine, restitution, court cost) as a court action at the disposition hearing. If this has not taken place, under the node, the statement *"There are no Case Fee records for the case"* will appear.



- ▶ [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](#)

- ▶ *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".

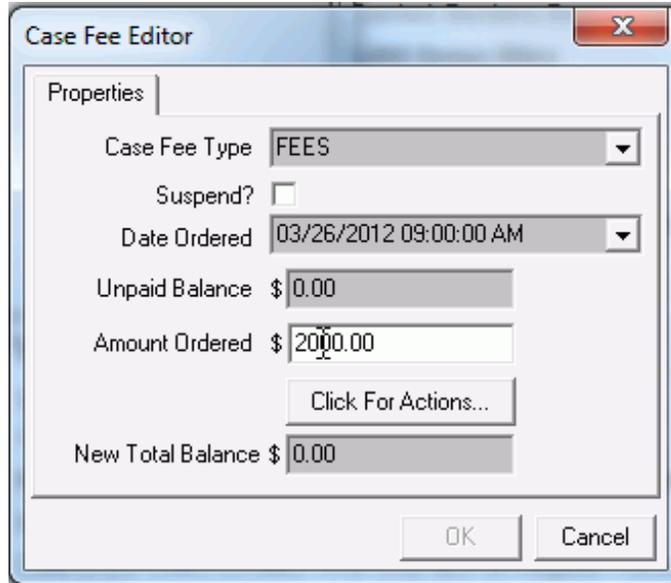
General		Summons/Notices	Attendees	Court Action	Documents
Dismissed/Proved	Referral	Count	Action at this hearing		
Proved	ACCESSORY BEFORE THE FACT	1		Action Choose Action from List.	

Choose the appropriate type of case fee to add to the hearing.

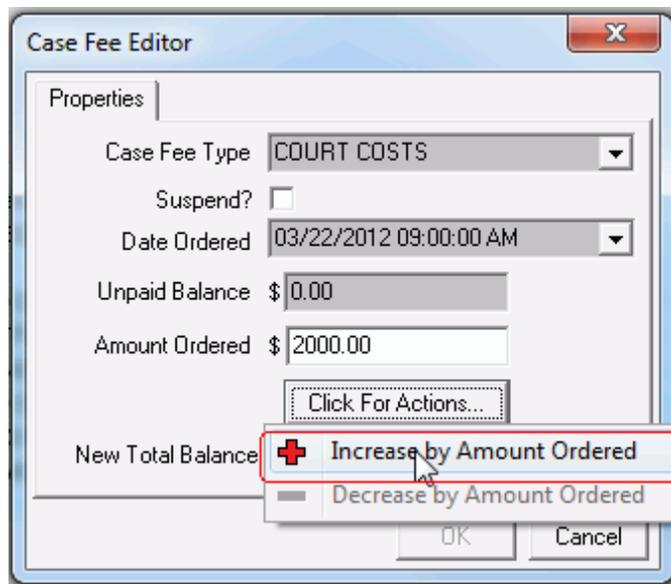
PAY COURT COST

▶ *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."

Monthly Payment \$ 1000.00

Date To Be Paid In Full 05/22/2012

To calculate the Monthly Payments, enter in the Amount Ordered and the Date the New Total Balance must be Paid in Full.

Calculate Monthly Payment

Calculate Date to be Paid In Full

OK Cancel

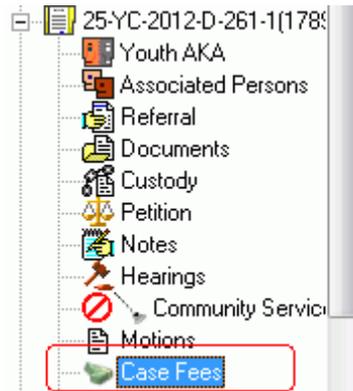
Click OK. This information will be stored under the Case Fee node.

▶ *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*

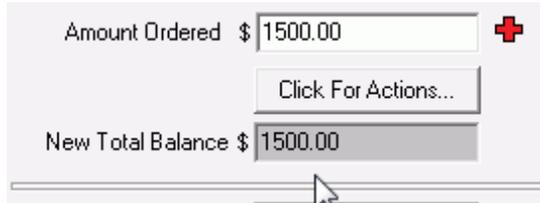
Enter amount ordered.

The screenshot shows a 'Case Fee Editor' dialog box 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 (highlighted with a red plus sign)
- New Total Balance: \$ 2000.00
- Monthly Payment: \$ 1000.00
- Date To Be Paid In Full: 05/26/2012

Buttons at the bottom include 'Calculate Monthly Payment', 'Calculate Date to be Paid In Full', 'OK', and 'Cancel'. A 'Click For Actions...' button is also visible near the Amount Ordered field.

Choose Increase or Decrease by Amount Ordered and notice the New Total Balance.



► *Monthly Payment*

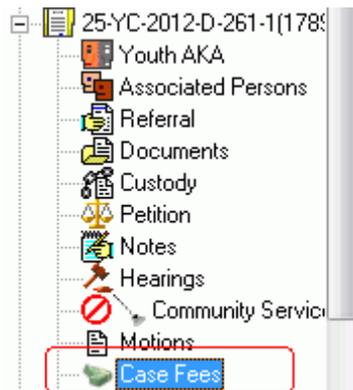
Click the "Calculate Monthly Payment" button to calculate the new monthly payment. If you entered the monthly payment amount, click "Calculate Date to be Paid in Full" button.



Click OK. This information will be stored under the Case Fee node.

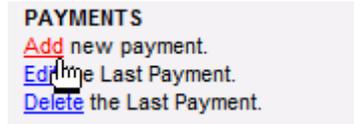
► *Step 1 - Expand the case.*

Click on the Case Fees node under the specified case.

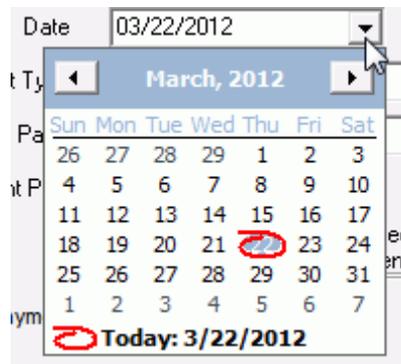


► *Step 2 - Click on the Add Link from the Edit Panel area.*

Click Add from the Payments list.



► *Step 3 - Edit Date.*



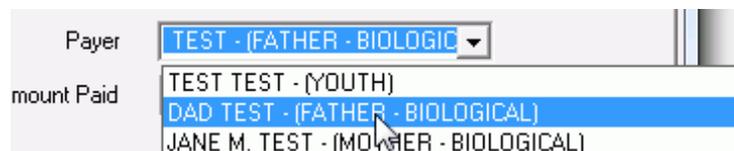
► *Step 4 - Select Payment Type.*

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.

Total Amount Paid	<input type="text" value="\$500.00"/>		
		Payment Distribution	Required Payment
			Remaining Balance
Fee Payment	<input type="text" value="300.00"/>	\$ 0.00	\$ 500.00
Restitution Payment	<input type="text" value="\$200.00"/>	\$ 100.00	\$ 200.00
Amount Remaining to be Distributed	\$ 0.00		

Click OK. The receipt will open up in MYCIDS word processor as shown in the image below.

SERIAL: 1186462

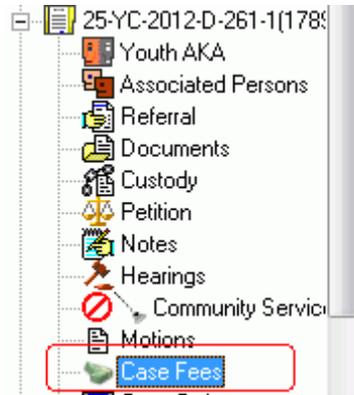
PAYMENT RECEIPT			
Payee Name:	Hinds County Courthouse	Payer Name:	DAD TEST
Address:	940 E McDowell Rd	Address:	3350 HIGHWAY 468 WEST
City, ST ZIP Code:	Jackson, MS 39204	City, ST ZIP Code:	PEARL, MISSISSIPPI 39208
DATE	CASE	AMOUNT	
4/4/2012	TEST TEST 25-YC-2012-D-264-1(178973)	\$500.00	
	REMAINING BALANCE AS OF 04/04/2012	\$200.00	

► *Step 1 - Expand the case.*

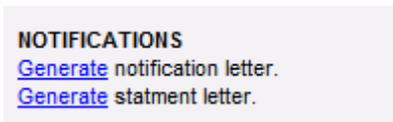
Click on the + next to the case number in the Case Navigation Panel.



► *Step 2 - Click on the Case Fee node.*



- ▶ *Step 3 - Click on Generate notification letter under Notifications.*



- ▶ *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

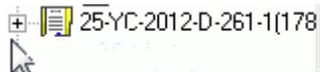
Re: In The Interest of TEST TEST, a minor
Cause No. 25-YC-2012-D-264-1(178973)

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:

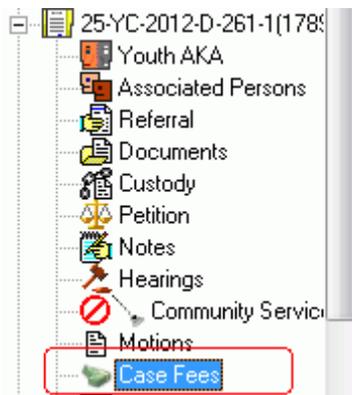
	Date Ordered	Date To Be Paid In Full	Amount Ordered	Monthly Payment	Remaining Balance
FEEES	03/26/2012	05/31/2012	\$1,500.00	\$750.00	\$500.00
Total Remaining Balance					\$500.00

► *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.*

NOTIFICATIONS
[Generate](#) notification letter.
[Generate](#) statement letter.

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

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.

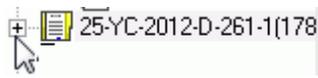
The screenshot shows a sidebar on the left with a tree view of case nodes. The nodes include: Youth AKA, Associated Persons, Referral, Documents, Custody, Petition, Notes, Hearings, Community Service, Motions, **Case Fees** (highlighted with a red box), and Case Orders. The main pane on the right displays the text: "There are no Case Fee Records for this case."

▶ [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](#)

▶ *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

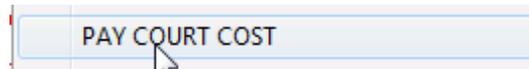
▶ *Step 4 - Edit the Case Fee record.*

1-0 Application Overview and Navigation

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".

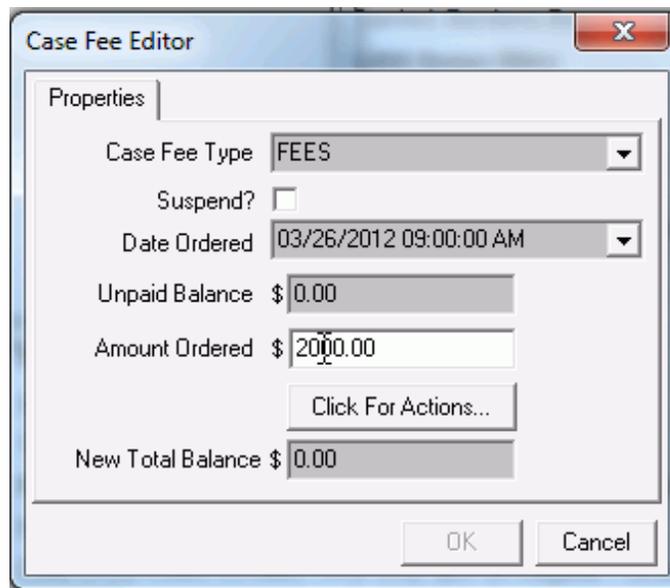


Choose the appropriate type of case fee to add to the hearing.

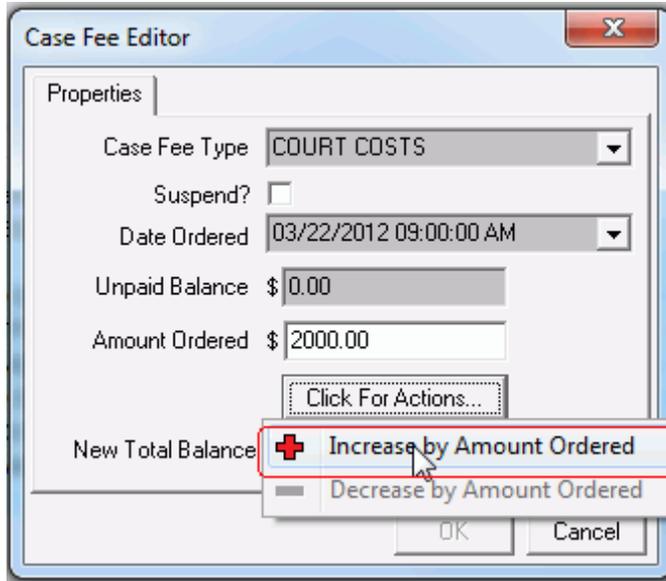


► *Step 5 - Add Case Fee information in the Case Fee editor.*

Enter amount ordered.



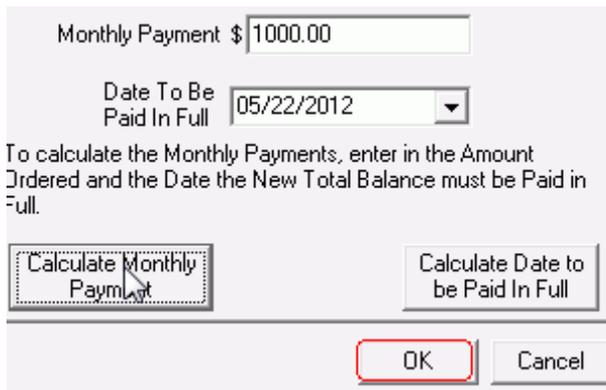
Under "Click for Actions", choose Increase or Decrease by Amount Ordered.



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."



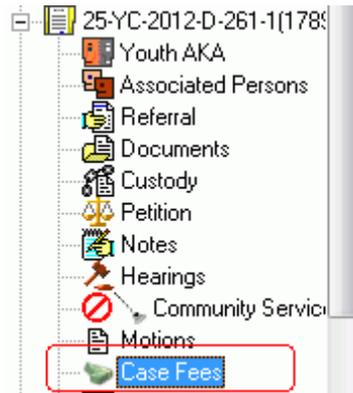
Click OK. This information will be stored under the Case Fee node.

► *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
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.

Case Fee Editor

Properties

Case Fee Type: FEES

Suspend?:

Date Ordered: 03/26/2012 09:00:00 AM

Unpaid Balance: \$ 0.00

Amount Ordered: \$ 1500.00

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, Click For Actions..., OK, Cancel

Choose Increase or Decrease by Amount Ordered and notice the New Total Balance.

Amount Ordered: \$ 1500.00

New Total Balance: \$ 1500.00

► *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.

Monthly Payment \$

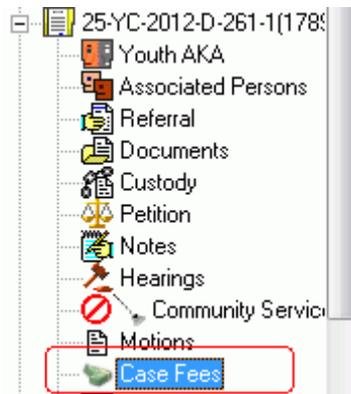
Date To Be Paid In Full

To calculate the Monthly Payments, enter in the Amount Ordered and the Date the New Total Balance must be Paid in Full.

Click OK. This information will be stored under the Case Fee node.

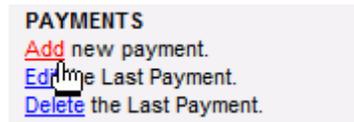
► *Step 1 - Expand the case.*

Click on the Case Fees node under the specified case.

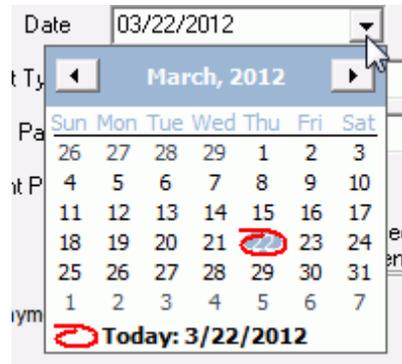


► *Step 2 - Click on the Add Link from the Edit Panel area.*

Click Add from the Payments list.

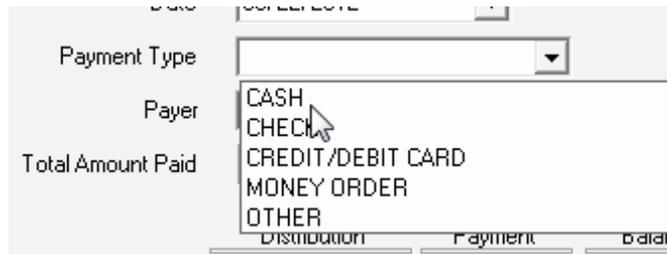


► *Step 3 - Edit Date.*



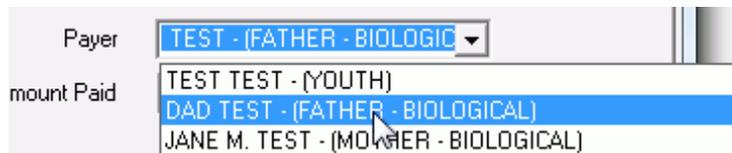
► *Step 4 - Select Payment Type.*

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.

1-0 Application Overview and Navigation

Total Amount Paid	\$500.00		
	Payment Distribution	Required Payment	Remaining Balance
Fee Payment	300.00	\$ 0.00	\$ 500.00
Restitution Payment	\$200.00	\$ 100.00	\$ 200.00
Amount Remaining to be Distributed	\$ 0.00		

Click OK. The receipt will open up in MYCIDS word processor as shown in the image below.

SERIAL: 1186462

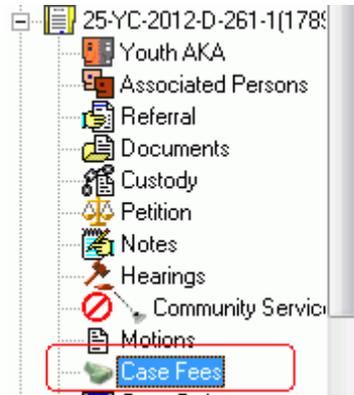
PAYMENT RECEIPT			
Payee Name:	Hinds County Courthouse	Payer Name:	DAD TEST
Address:	940 E McDowell Rd	Address:	3350 HIGHWAY 468 WEST
City, ST ZIP Code:	Jackson, MS 39204	City, ST ZIP Code:	PEARL, MISSISSIPPI 39208
DATE	CASE	AMOUNT	
4/4/2012	TEST TEST 25-YC-2012-D-264-1(178973)	\$500.00	
	REMAINING BALANCE AS OF 04/04/2012	\$200.00	

► *Step 1 - Expand the case.*

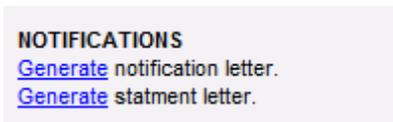
Click on the  next to the case number in the Case Navigation Panel.



► *Step 2 - Click on the Case Fee node.*

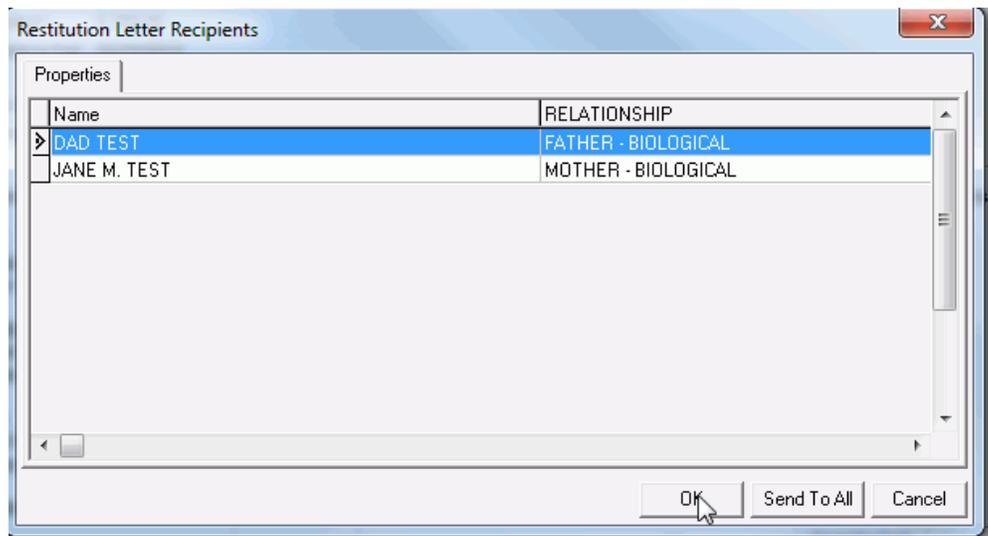


- ▶ *Step 3 - Click on Generate notification letter under Notifications.*



- ▶ *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:

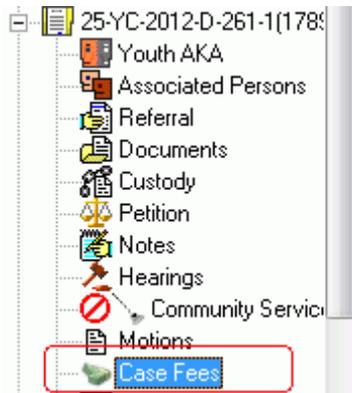
	Date Ordered	Date To Be Paid In Full	Amount Ordered	Monthly Payment	Remaining Balance
FEEES	03/26/2012	05/31/2012	\$1,500.00	\$750.00	\$500.00
Total Remaining Balance					\$500.00

► *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.*

NOTIFICATIONS
[Generate](#) notification letter.
[Generate](#) statement letter.

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	

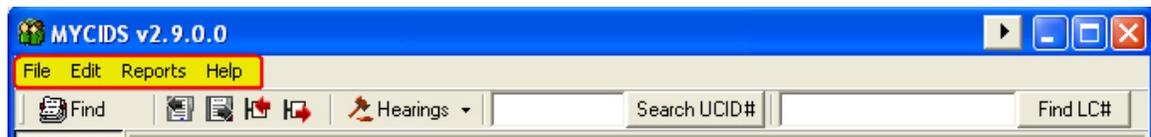
This section of the user's guide will explain how to navigate around the application and the terminology used to describe different areas of the application.

- ▶ [1.1 - Menu Bar](#)
- ▶ [1.2 - Tool Bar](#)
- ▶ [1.3 - Shortcuts Panel](#)
- ▶ [1.4 - Case Navigation Panel](#)
- ▶ [1.5 - Edit Panel](#)

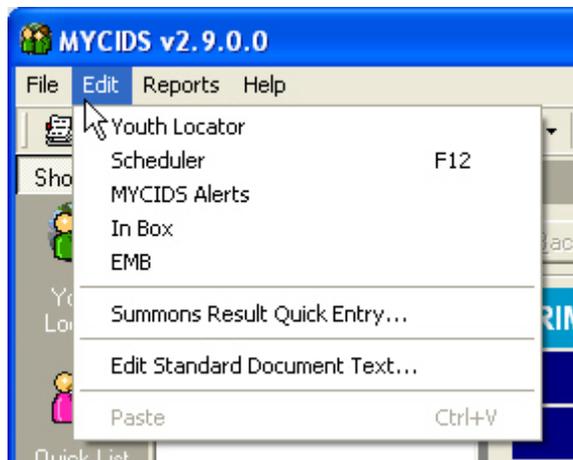
- ▶ [1.6 - Status Bar](#)
- ▶ [1.7 - Exiting the Application](#)

1.1 - Menu Bar

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.

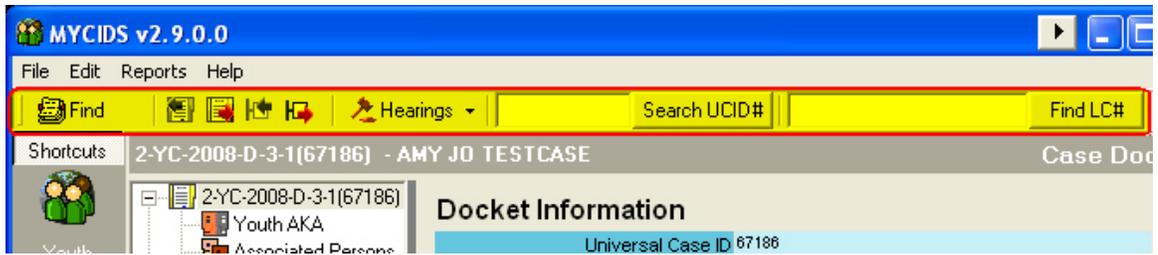


To access the items under a menu, click the desired menu option and choose from the list in that menu.

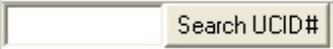


1.2 - Tool Bar

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 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</p>

	<p>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

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

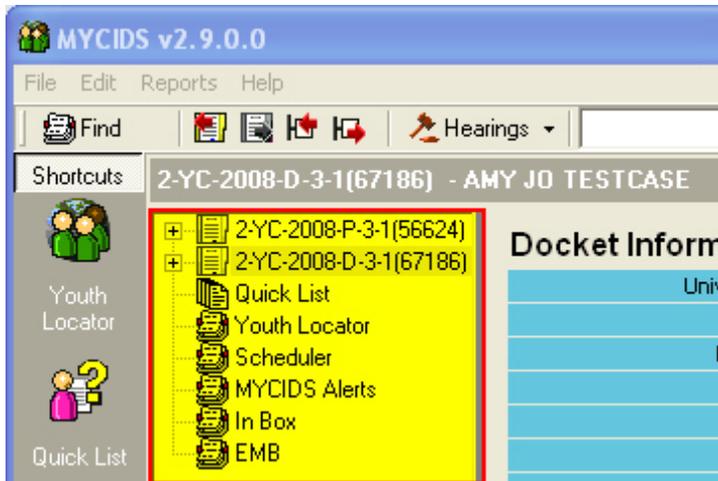
[MYCIDS Alerts - \(See section 29.0 - MYCIDS Alerts\)](#)

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

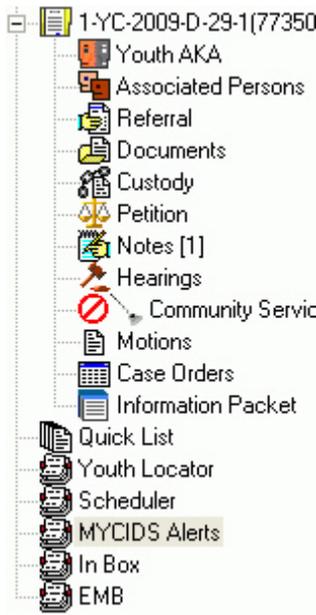
[EMB - \(See section 27.0 - Electronic Minute Book\)](#)

1.4 - Case Navigation Panel

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.



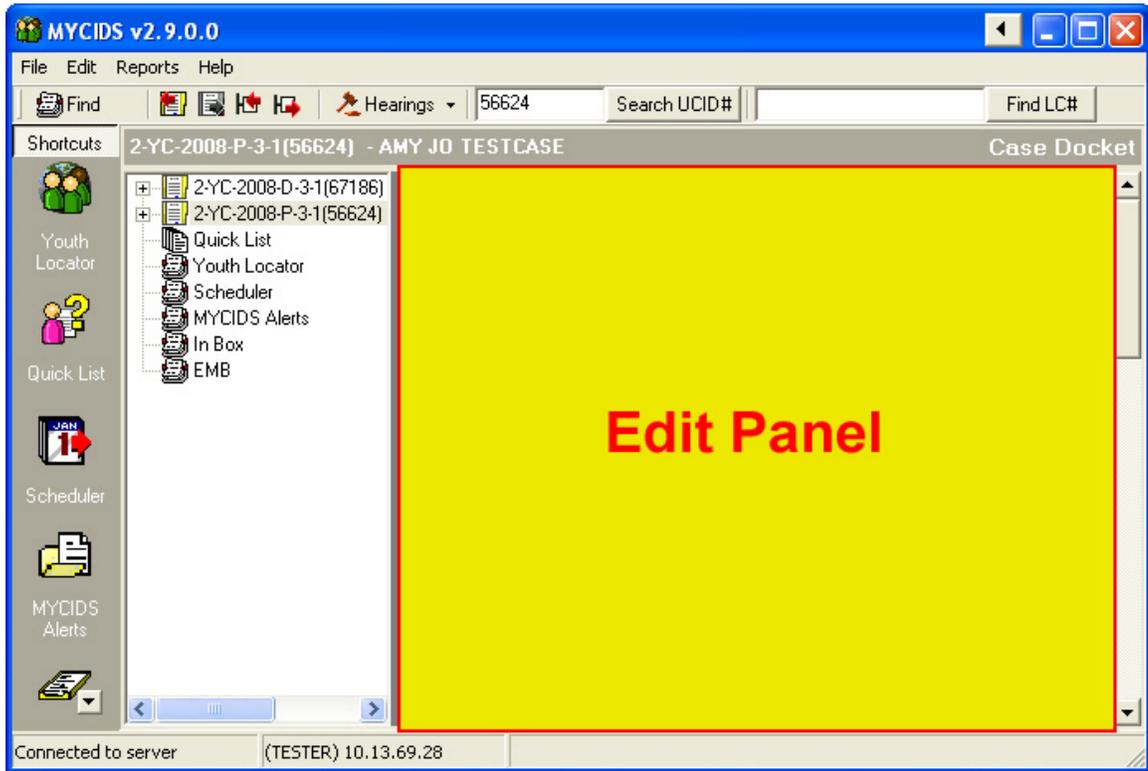
Clicking the  symbol next to the case will collapse the case making the nodes pertaining to that case not viewable.



	<p>Double-clicking the case will also expand and collapse the case.  2-YC-2008-P-3-1(56624)</p>
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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 up in the following area when clicked.



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

Click the  as shown in the image below.



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

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.

Search For	YOUTH
SSN	YOUTH
Last Name	MOTHER
	FATHER
	VICTIM

- ▶ *SSN*

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

SSN	<input type="text"/>
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► *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	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	All <input type="text"/> 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.

► *REF-District*

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

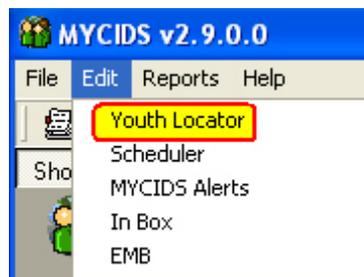
► *Local Cause Number-District*

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

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
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PRIMARY SEARCH	
Search For	YOUTH
SSN	<input type="text"/> OR
Last Name	TESTCASE AND
First Name	AMY 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	All AND
Zip Code	<input type="text"/>

-OR-

YOUTH RELATED ONLY	
DHS#	<input type="text"/>

-OR-

CASE RELATED	
REF# - District	<input type="text"/> ALCORN (2) - District 1 OR
Local Cause Number - District	<input type="text"/> 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

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	New Dockets New Intake	KEITH ANDY TESTCASE SSN: 125-52-1152 893 HWY 90 NOWHEREVILLE, MISSISSIPPI 35484 DOB: 2/10/1996 HOMEPHONE: (601)667-4651 WHITE MALE	BUBBA BUBBA - SSN: -	JENNY TESTCASE - MOTHER - BIOLOGICAL JASON TESTCASE - FATHER - BIOLOGICAL
2	New 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.	

[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="467 327 613 552" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #00a0c0; color: white; margin: 0;">Options</p> <p style="margin: 5px 0;">View Dockets</p> <p style="margin: 5px 0;">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="331 848 750 1066" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #00a0c0; color: white; margin: 0;">Youth</p> <p style="margin: 5px 0;">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 1281 753 1503" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #00a0c0; color: white; margin: 0;">AKA's</p> <p style="margin: 5px 0;">BUBA BUBA - SSN: - -</p> </div>	<p>The AKA column lists and alias information for the child.</p>

<p>Associated Persons</p> <p>JENNY TESTCASE - MOTHER - BIOLOGICAL JASON TESTCASE - FATHER - BIOLOGICAL</p>	<p>The Associated Persons column lists people that have been associated with this child.</p>
--	--

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

- ▶ 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)807-4051 WHITE MALE	BUBBA BUBBA - SSN: -	JENNY TESTCASE - MOTHER - BIOLOGICAL JASON TESTCASE - FATHER - BIOLOGICAL
2	View Dockets New Intake	KEITH JUSTIN TESTCASE SSN: 874-46-6464 418 MAIN STREET ANYWHERE, MISSISSIPPI 38512 DOB: 11/19/1993 HOMEPHONE: (601)754-4413 WHITE MALE	No AKA information on file.	

[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	IIFORMATION
1	 2-YC-2008-D-22- 1(69783) ALCORN COUNTY	12 YEAR OLD WHITE MALE	IIITAKE DATE: 12/2/2008 DHS# REFERRALS: FORMAL PETITION FILED: ADJUDICATION: DISPOSITION: MOST RECENT HEARING:

Note!

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

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.

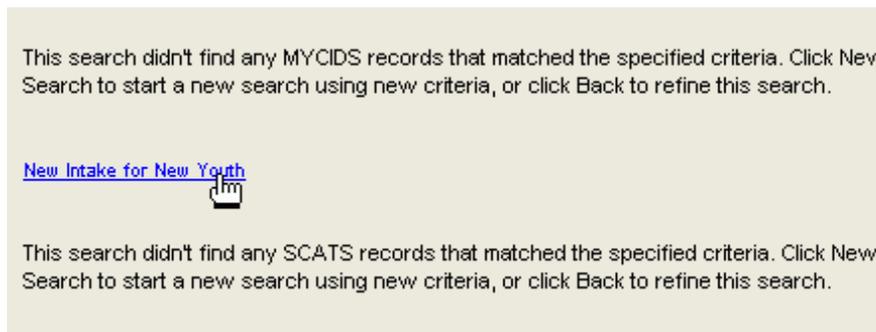
- ▶ [3.1- New Intake for New Youth](#)
- ▶ [3.2 - New Intake for Existing Youth](#)
- ▶ [3.3 - Youth Information](#)

3.1 - New Intake for New Youth

- ▶ 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: [Dropdown]

Court: **YC**

Court Type: **YOUTH** [Dropdown]

Intake Date: [Dropdown]

Intake Type: [Dropdown]

Local Cause #: [Text Box]

OK Cancel

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

▶ 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.

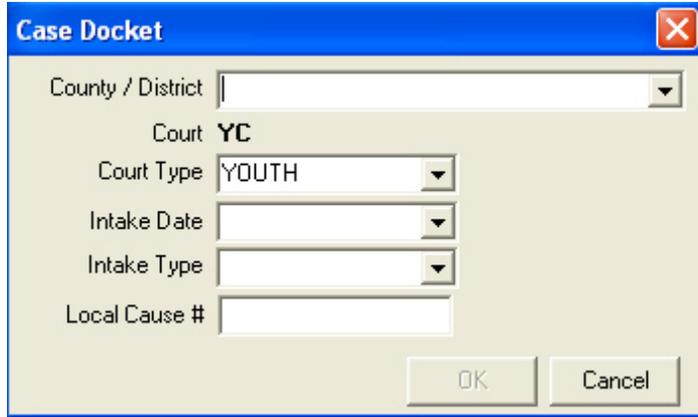
#	Options	Youth	AKA's	Associated Persons
1	View Dockets New Intake	KEITH ANDY TESTCASE SSN: 125-52-1152 893 HWY 90 NOWHEREVILLE, MISSISSIPPI 35484 DOB: 2/10/1996 HOMEPHONE: (001)607-4651 WHITE MALE	BUBBA BUBBA - SSN: -	JENNY TESTCASE - MOTHER - BIOLOGICAL JASON TESTCASE - FATHER - BIOLOGICAL
2	View Dockets New Intake	KEITH JUSTIN TESTCASE SSN: 874-45-6464 418 MAIN STREET ANYWHERE, MISSISSIPPI 38512 DOB: 11/19/1993 HOMEPHONE: (001)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.



The 'Case Docket' dialog box contains the following fields:

- County / District: A dropdown menu.
- Court: YC
- Court Type: YOUTH (dropdown menu)
- Intake Date: (dropdown menu)
- Intake Type: (dropdown menu)
- Local Cause #: (text input field)

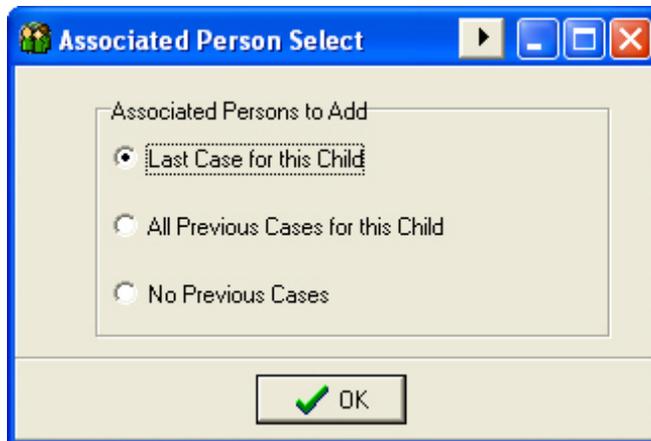
Buttons: OK, Cancel

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.*



The 'Associated Person Select' dialog box contains the following options:

- Associated Persons to Add
 - Last Case for this Child
 - All Previous Cases for this Child
 - No Previous Cases

Button:  OK

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

Detail

Collect and enter the youth Detail information.

Edit Youth Information

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

SSN

DHS#

*Last Name

*First Name

Middle Name

Suffix

Home Phone Work

Cell Phone

Address

City

State Zip

*County of residence

OK 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. It has 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:

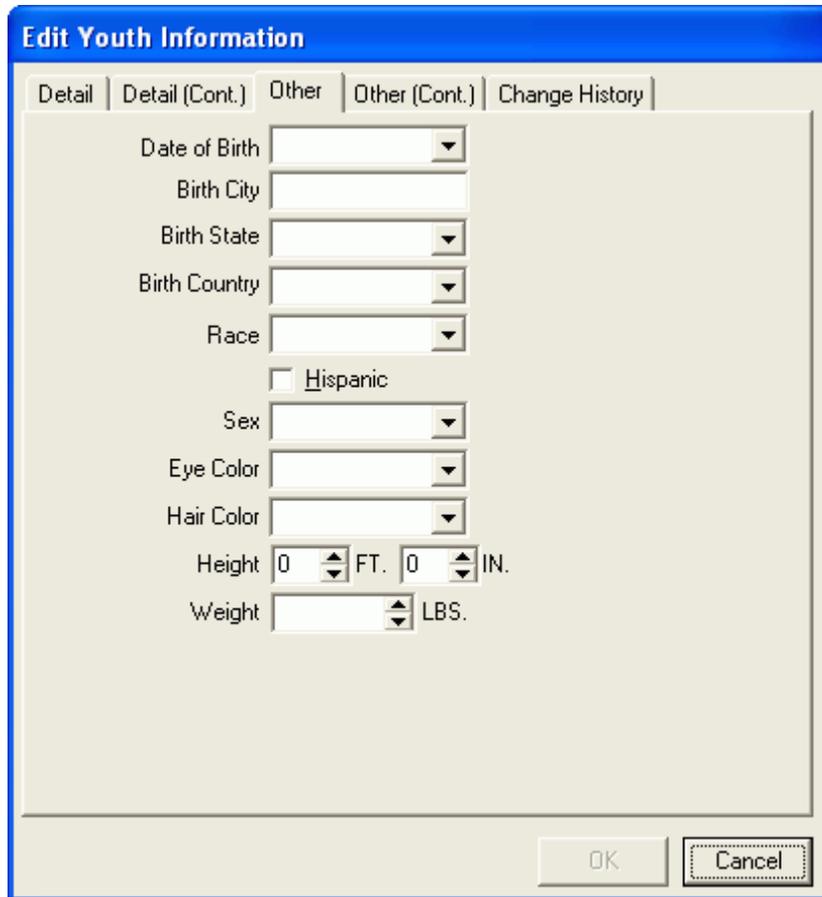
- Current School Enrollment: A dropdown menu.
- School Name: A text input field.
- Grade Levels Completed: A text input field.
- Current Grade Level: A text input field.
- Living Arrangement: A dropdown menu.
- Marital Status of Natural Parents: A dropdown menu.
- Residence Length: A dropdown menu.
- 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.



Edit Youth Information

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

Date of Birth

Birth City

Birth State

Birth Country

Race

Hispanic

Sex

Eye Color

Hair Color

Height 0 FT. 0 IN.

Weight LBS.

OK Cancel

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 AKA

Type your drop-down text here.

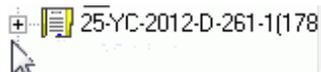
The AKA node is where aliases or "nick names" that a youth may have are entered into MYCIDS. This section will address how to add, edit, or delete AKA records.

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

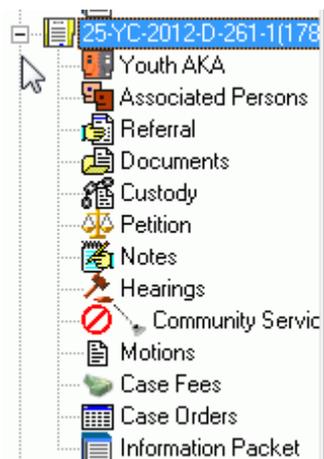
4.1 - Add AKA Record

- ▶ *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 a dialog box titled 'Edit AKA Information'. It has a 'Properties' tab selected. The form contains the following fields:

- SSN: - -
- * Last Name: BUBBA
- * First Name: BUBBA
- Middle Name: (empty)
- Suffix: (empty)

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

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.

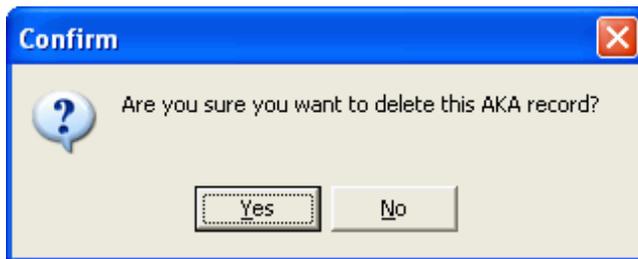
- ▶ *Step 4 - Click on Delete in the Actions list.*

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

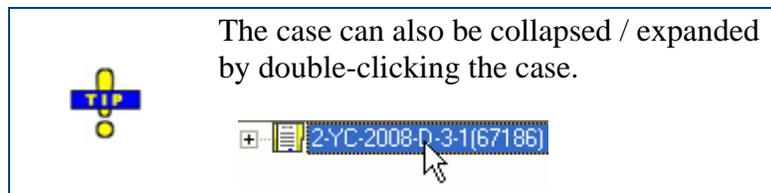
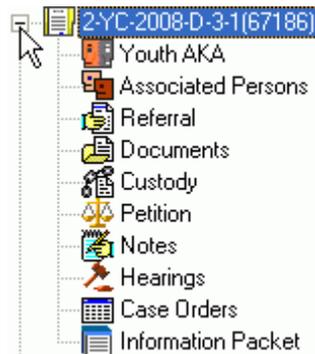
Type your drop-down text here.

► *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 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.



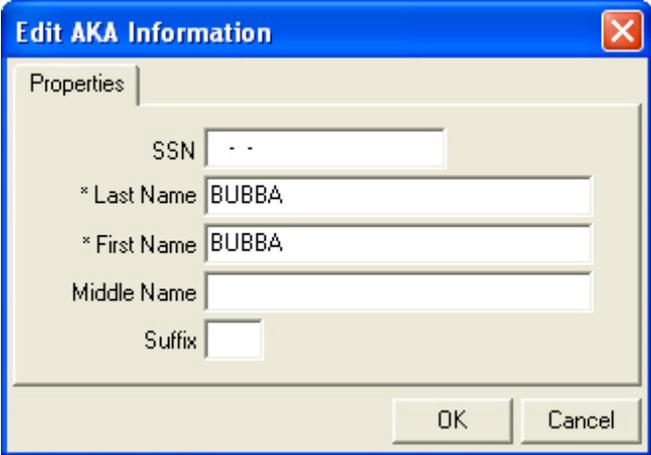
Note !

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

Field	Value
SSN	--
* Last Name	BUBBA
* First Name	BUBBA
Middle Name	
Suffix	

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.

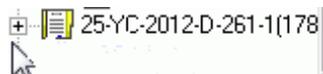
- ▶ [5.1 - Edit the Person Detail](#)
- ▶ [5.2 - Change the Relationship](#)
- ▶ [5.3 - Remove Person](#)
- ▶ [5.4 - Search for a Person](#)
- ▶ [5.5 - Add Person to Quick List](#)
- ▶ [5.6 - Using the Quick List](#)
- ▶ [5.6 - Appointed Persons](#)
- ▶ [5.7 - List Case of Associated Person](#)

5.1 - Edit the detail for this person

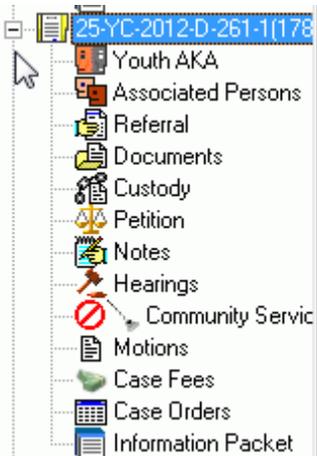
Type your drop-down text here.

- ▶ *Step 1 - Expand the case.*

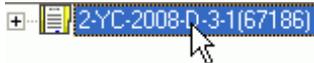
Click on the  next to the case number in the Case Navigation Panel.



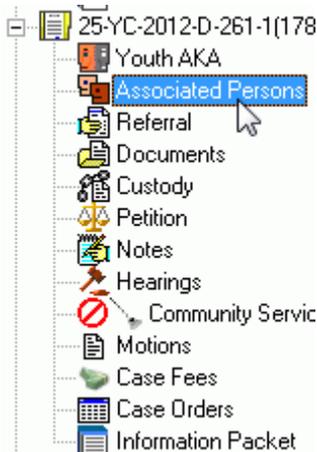
The expanded case will look like the image below.



 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.*

5-0 Associated Persons

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.*

Note!

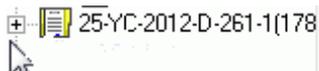
*The information for the Judge and Attorneys cannot be edited.
This information is generated from the Bar roll.*

► **Step 6 - Click OK.**

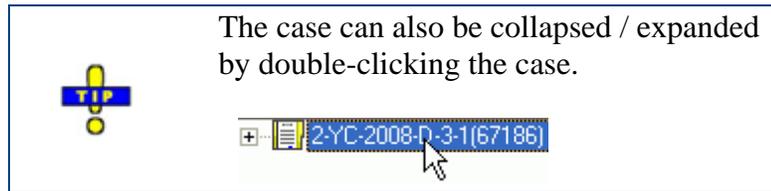
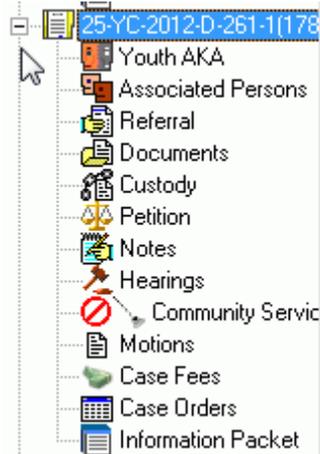
5.2 - Change the relationship of this person to the case

► *Step 1 - Expand the case.*

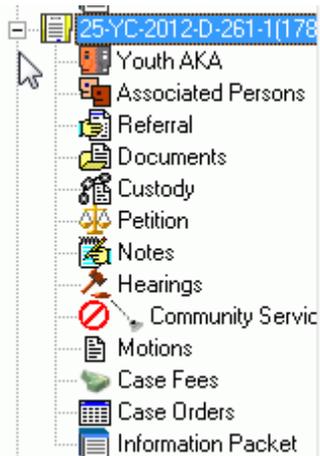
Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



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



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

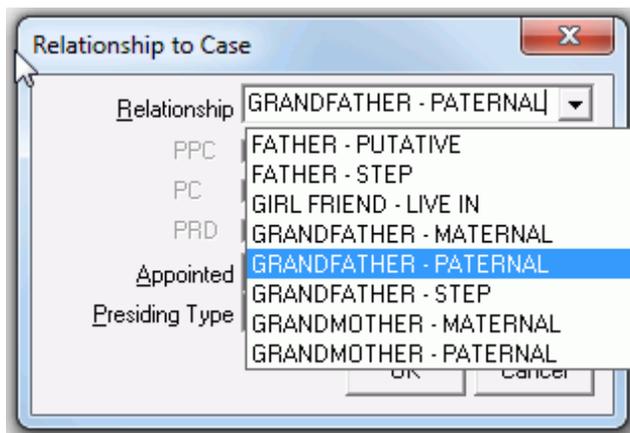
Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
JASON TESTCASE	FATHER - BIOLOGICAL		✓		
JENNY TESTCASE	MOTHER - BIOLOGICAL		✓		
TESTER JUDGE	PRESIDING	✓			
▶ JAMIE KELLY MCBRIDE	PROSECUTING ATTORNEY	✓			

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](#) 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 necessary changes.*



▶ *Step 6 - Click OK.*

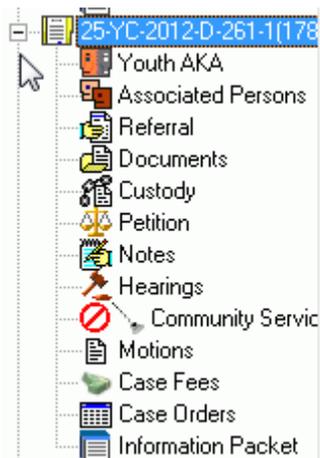
5.3 - Remove this person from the case

► *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.

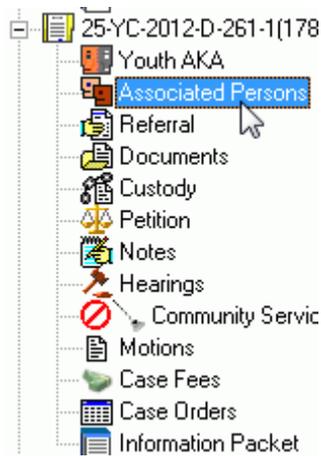




The case can also be collapsed / expanded by double-clicking the case.



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



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

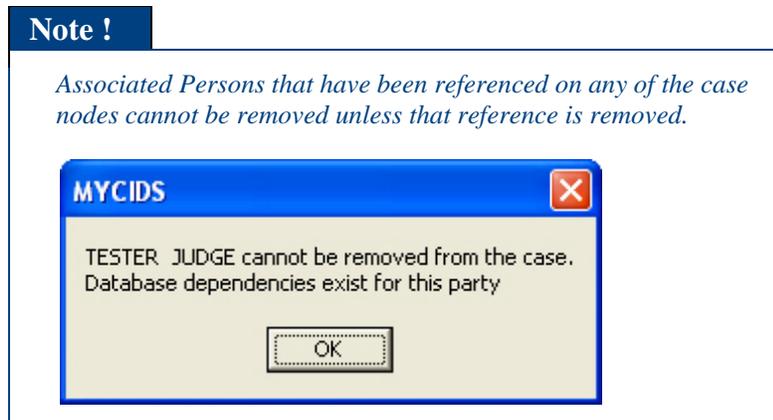
Name	Relationship	User	PPC	Appointed Date	Relieved from Appointment Date
JASON TESTCASE	FATHER - BIOLOGICAL		✓		
JENNY TESTCASE	MOTHER - BIOLOGICAL		✓		
TESTER JUDGE	PRESIDING	✓			
▶ JAMIE KELLY MCBRIDE	PROSECUTING ATTORNEY	✓			

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.

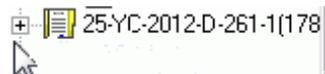
▶ *Step 5 - Confirm removal of Associated Person.*



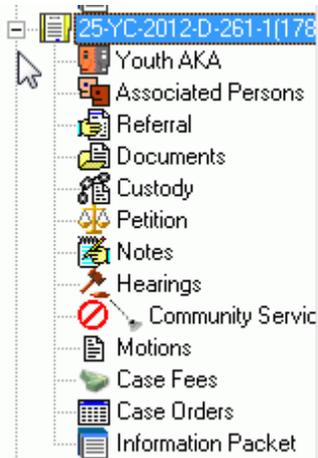
5.4 - Search for a person to add to this case.

► Step 1 - Expand the case.

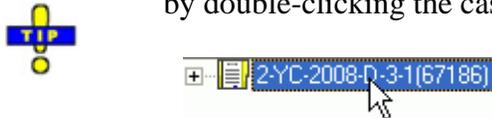
Click on the  next to the case number in the Case Navigation Panel.



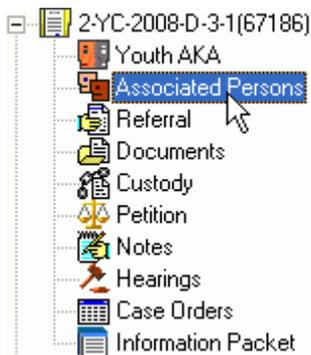
The expanded case will look like the image below.



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 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 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 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.

Search for a person to add to case 2-YC-2008-P-3-1(56624) - AMY JO TESTCASE

Find

User	Last Name	First Name	Middle Name	Suffix	Social
▶	✓	MCBRIDE	JAMIE	KELLY	
		MCBRIDE	JAMIE		
		MCBRIDE	JAMIE		
		MCBRIDE	JAMIE		

Your search found 4 records.

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.

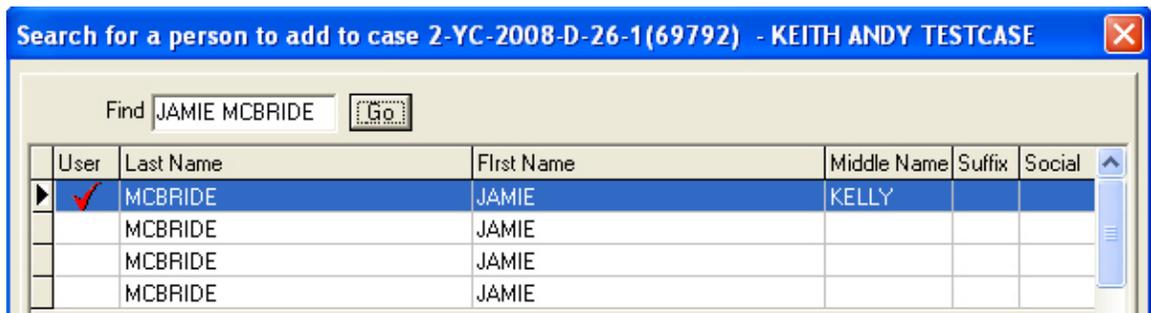
Close

► **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)

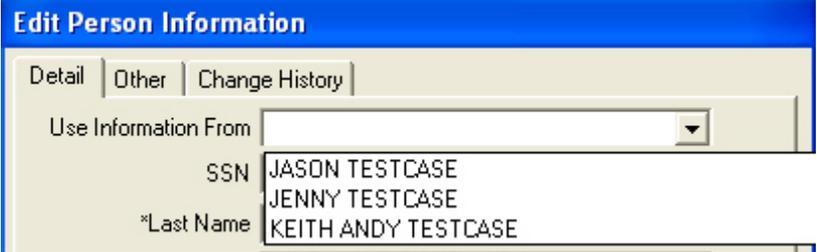
1. Click Add a new person to the case.

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.



Edit Person Information

Detail | Other | Change History

Use Information From

SSN JASON TESTCASE

*Last Name JENNY TESTCASE

KEITH ANDY TESTCASE

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.

Edit Person Information

Detail Other Change History

Date of Birth

Birth City

Birth State MISSISSIPPI

Birth Country

Race WHITE

Hispanic

Sex MALE

Eye Color

Hair Color

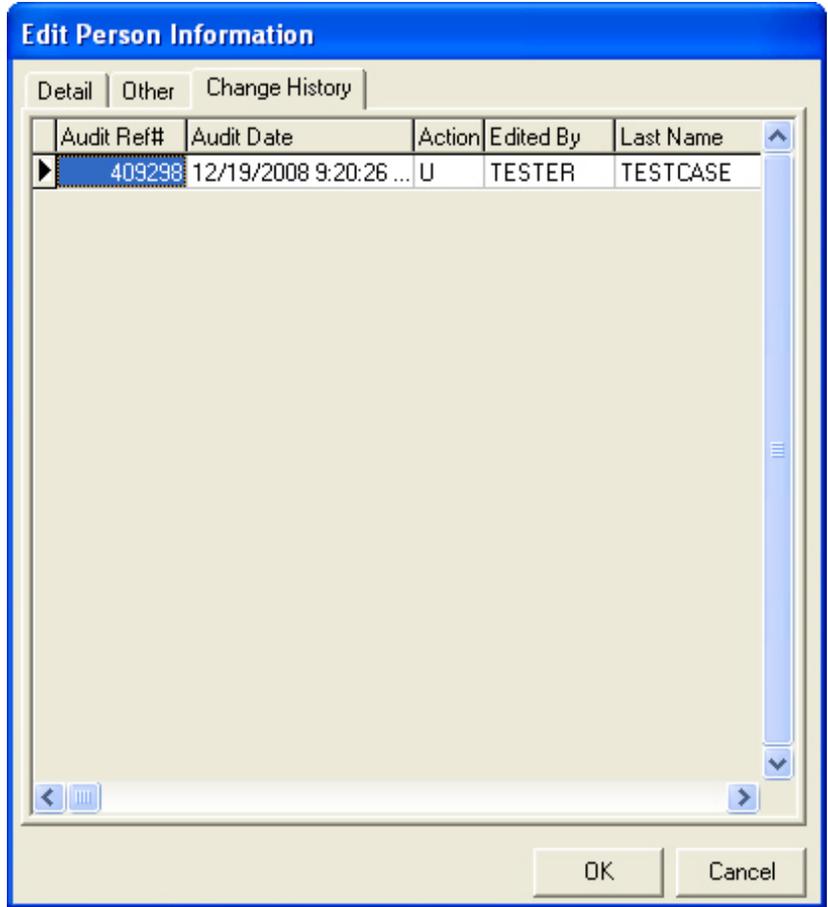
Height 0 FT. 0 IN.

Weight LBS.

OK Cancel

Change History

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



► *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.



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 screenshot shows a dialog box titled "Relationship to Case" with a close button (X) in the top right corner. The "Relationship" dropdown menu is set to "DYS COUNSELOR". Below this, there are three checkboxes: "PPC (Permanent Physical Custodian)" which is unchecked, "PC (Primary Counselor)" which is checked, and "PRD (Police Report Due?)" which is unchecked. A red arrow points to the "PC" checkbox. At the bottom, there are two dropdown menus labeled "Appointed" and "Presiding Type", both of which are currently empty. "OK" and "Cancel" buttons are located at the bottom right of the dialog.

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 screenshot shows the same "Relationship to Case" dialog box, but the "Relationship" dropdown menu is now set to "LAW ENFORCEMENT". The "PPC (Permanent Physical Custodian)" checkbox remains unchecked. The "PC (Primary Counselor)" checkbox is now disabled and unchecked. The "PRD (Police Report Due?)" checkbox is now enabled and checked. A red arrow points to the "PRD" checkbox. The "Appointed" and "Presiding Type" dropdown menus remain empty, and the "OK" and "Cancel" buttons are still present at the bottom right.

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.

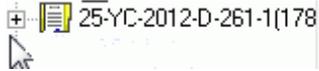
The Presiding Type field is only active when a Relationship of Presiding is chosen. Select presiding types of Chancellor, Judge, Referee, or Special Judge.

Click OK.

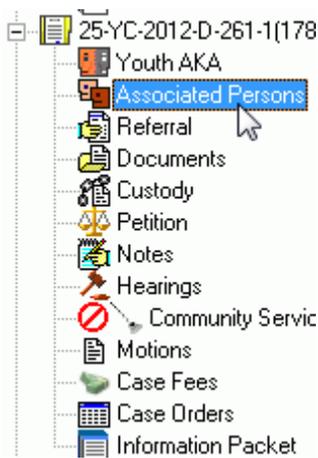
5.5 - Add Selected Person to my Quick List

- ▶ *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

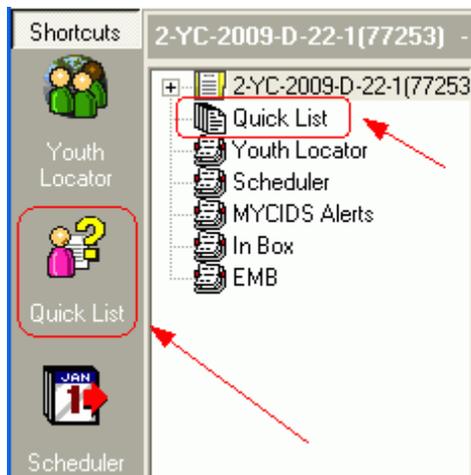
- [Edit](#) the detail for this person.
- [Change the relationship](#) of this person to the case.
- [Remove](#) this person from this case.
- [Search](#) for a person to add to this case.
- [Add Selected Persons](#) to my Quick List.
- [List](#) the cases this person has been associated with.

- ▶ *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

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

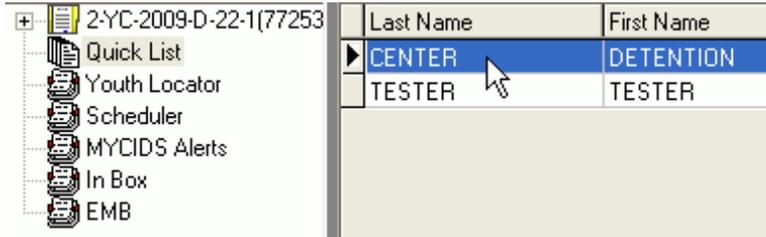


	Last Name	First Name	Middle Name	Relationship
▶	CENTER	DETENTION		COUNTY DETENTION CENTER
	TESTER	TESTER		PRESIDING

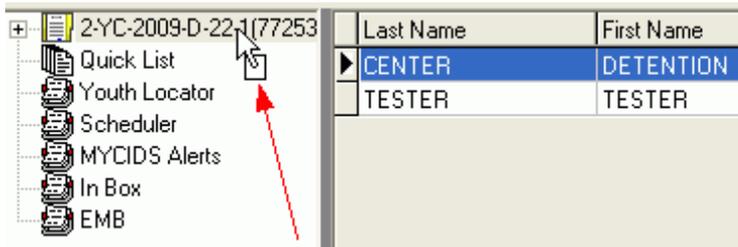
ACTIONS
[Delete](#) this person from the Quick List.

- ▶ *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.

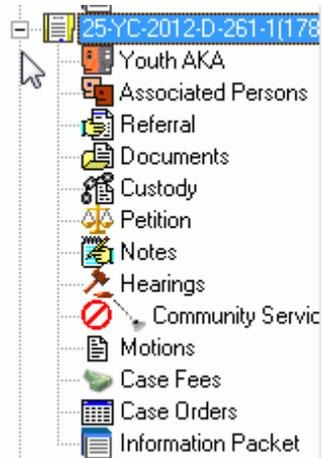
5.7 - List the cases this person has been associated with

- ▶ *Step 1 - Expand the case.*

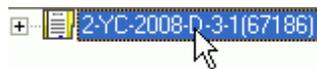
Click on the next to the case number in the Case Navigation Panel.



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

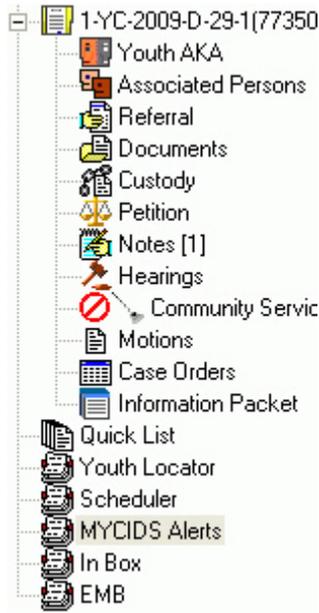
- ▶ *Who is appointed.*

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.

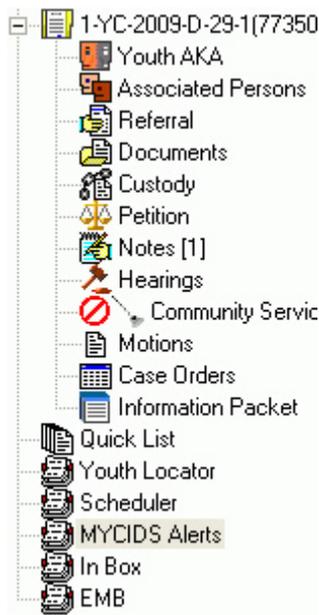


Step 6 - Click OK.

► *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	✓			

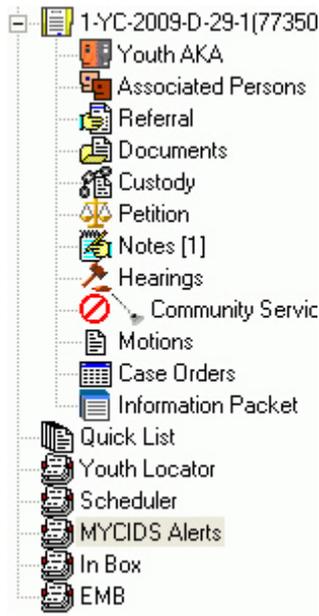
Step 4 - Click on Record in the Actions list.

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.

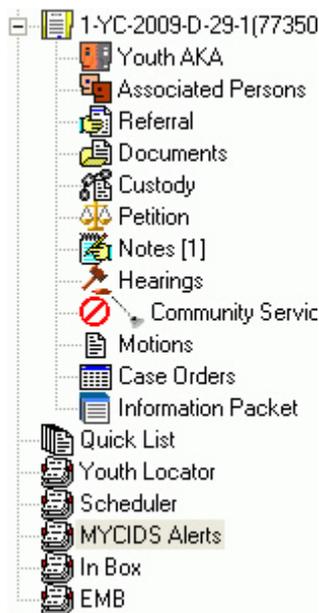
ACTIONS

- [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.

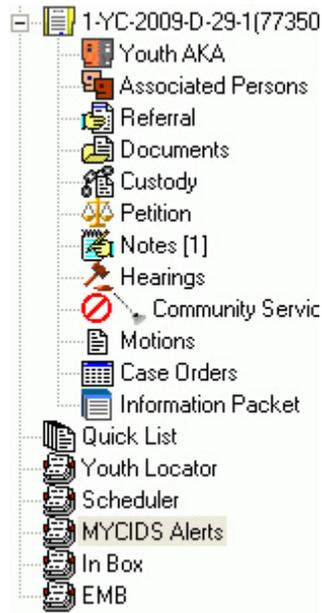


Step 6 - Click OK.

► *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.

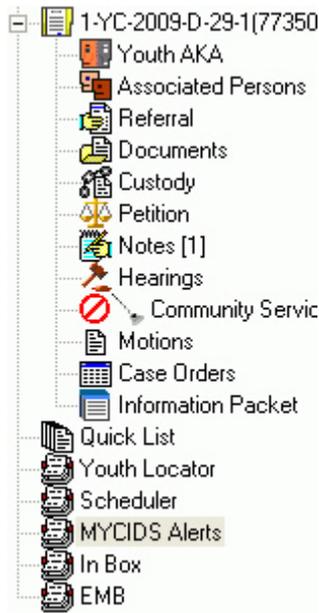
ACTIONS

- [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.

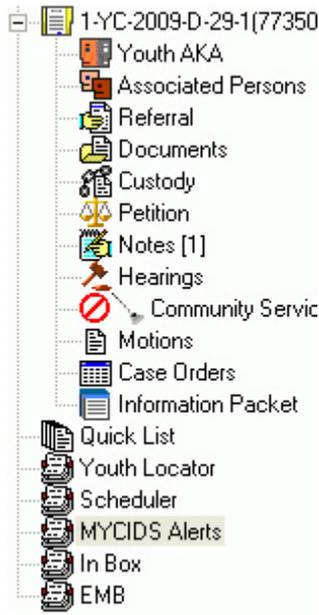
ACTIONS
[Edit](#) the detail for this person.
[Change the relationship](#) of this person to the case.
[Remove](#) this person from this case.
[Search](#) for a person to add to this case.
[Add Selected Persons](#) to my Quick List.
[List](#) the cases this person has been associated with.
[Remove](#)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



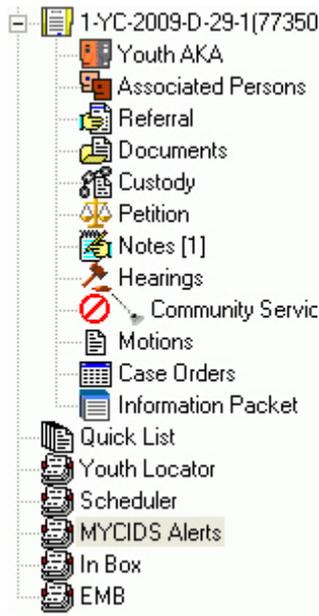
The dialog box titled "Specify Release from Appointment Date" has a close button (X) in the top right corner. It contains a label "Appointed" followed by a text input field containing the date "12/18/2008" and a dropdown arrow. Below the input field are two buttons: "OK" and "Cancel".

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.

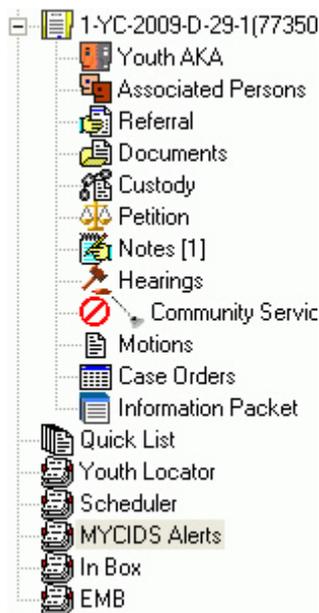
ACTIONS

- [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.

6-0 Referrals

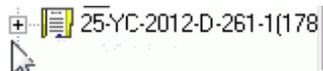
The Referrals node is where the charges are added to the case. This section will address how to add, edit, or delete referral information. It will also address recording referrals and generating intake orders.

- ▶ [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

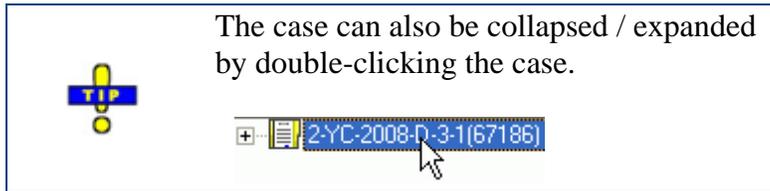
- ▶ *Step 1 - Expand the case.*

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



The expanded case will look like the image below.



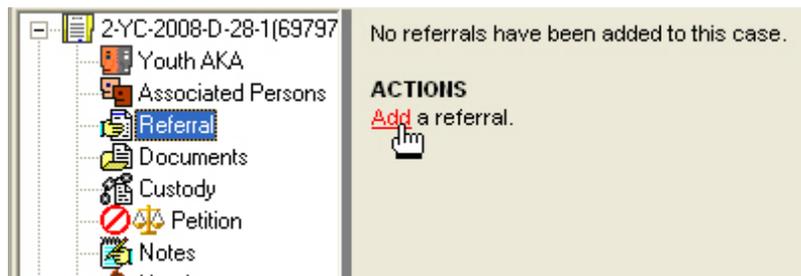


► *Step 2 - Click on Referral node.*



► *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.

Referral Date	Referral	Order Date	Order
12/18/2008	ARSON: PERSONAL PROPERTY	12/19/2008	FORMA

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.

► *Step 4 - Enter Referral Information*

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

Reason for Referral

Document Text

Ref. #

Offense Date

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

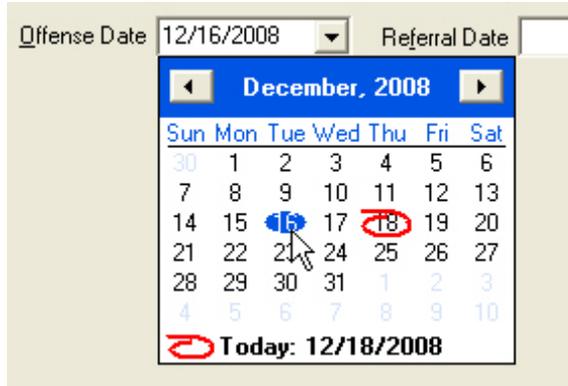
2. (Optional) - Enter Document Text in "Complete Sentence" format. This text shows up in the MYCIDS generated Intake Order and Petition.

Document Text

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.



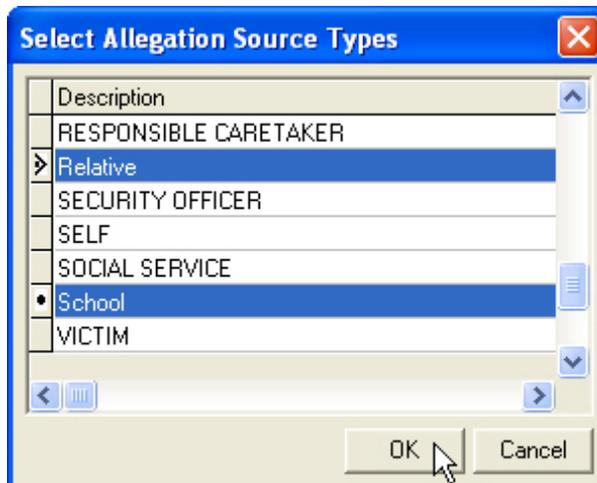
5. Choose the date of referral from the drop down calendar.



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



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





Hold down the CTRL button on the keyboard to multiple select from the Allegation Brought By window

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

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

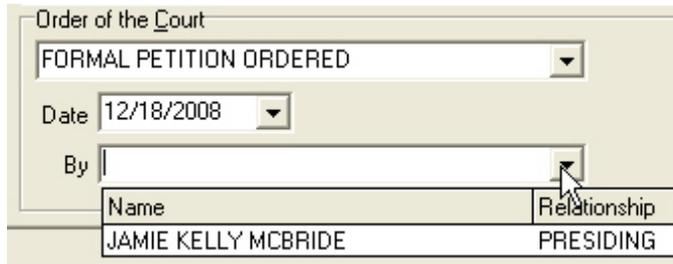
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

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

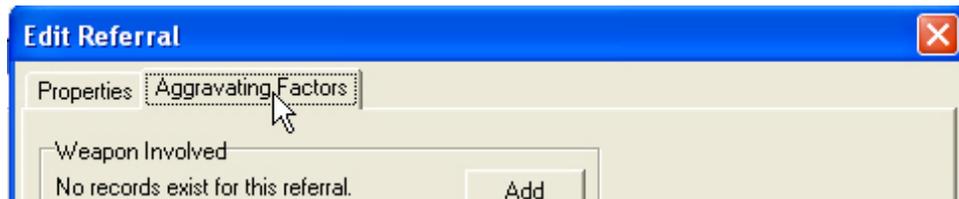
10. Choose the order of the court date from the drop down calendar.



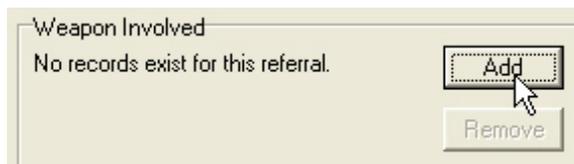
11. From the drop down list, choose who the order of the courts is by.



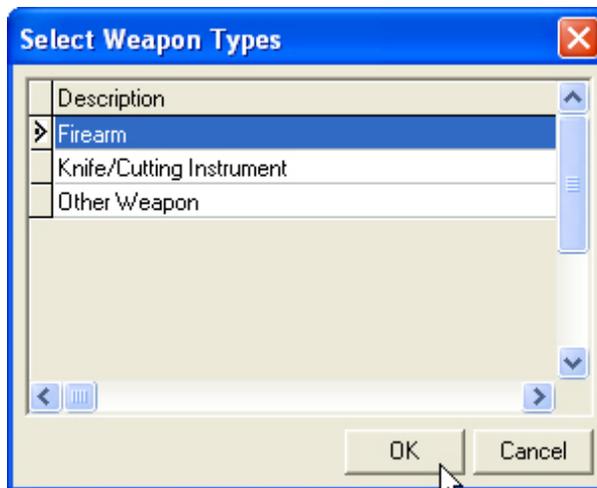
12. If there are any aggravating factors (i.e.: Weapons, Intoxicants) for the referral, choose the aggravating factors tab at the top of the edit referral window.



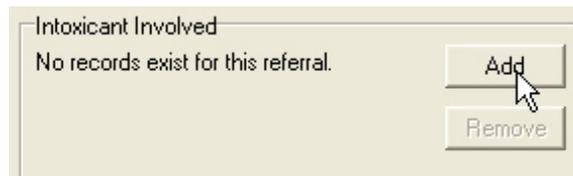
13. Click the add button in the weapons involved section to select weapons as aggravating factors.



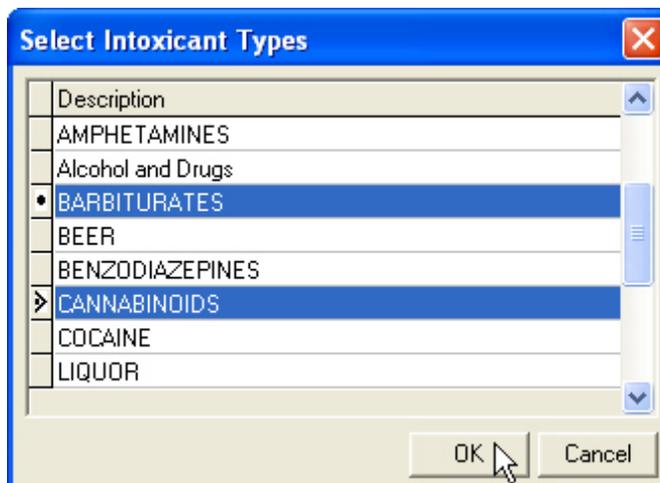
Choose from the weapons list and click OK.



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.

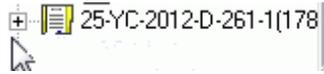


► Step 5 - Click OK.

6.2 - Edit a Referral

► *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

Properties | Aggravating Factors

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

Document Text: [Empty]

Ref. #: [Empty]

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

Allegation Brought By: [Empty] [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

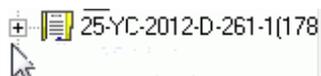
[OK] [Cancel]

- ▶ **Step 5 - Click OK.**

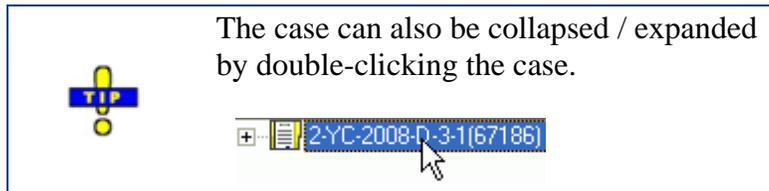
6.3 - Delete a Referral

- ▶ *Step 1 - Expand the case.*

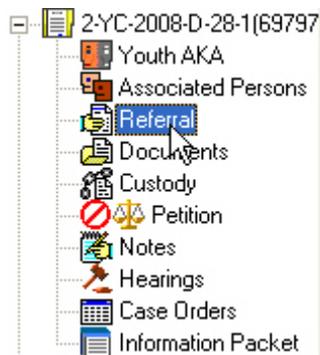
Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



► *Step 2 - Click on 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.
[Record](#) this referral and all associated items on the General Docket.
[Generate](#) the intake order.

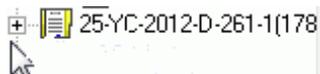
- ▶ *Step 4 - On the deletion confirmation window, click yes to delete the referral or no to keep the referral.*



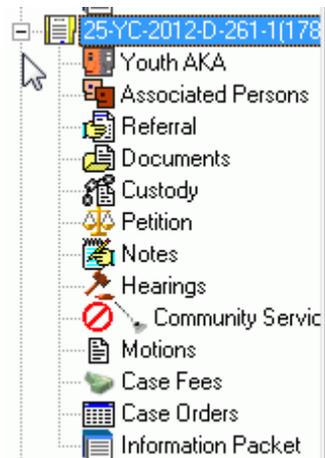
6.4 - Record Referral on General Docket

- ▶ *Step 1 - Expand the case.*

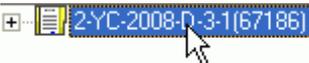
Click on the  next to the case number in the Case Navigation Panel.



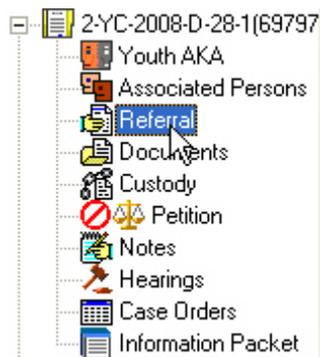
The expanded case will look like the image below.



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.

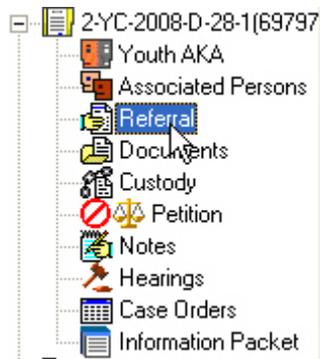
6.5 - Generate Intake Order

▶ *Step 1 - Expand the case.*

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

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

▶ *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.

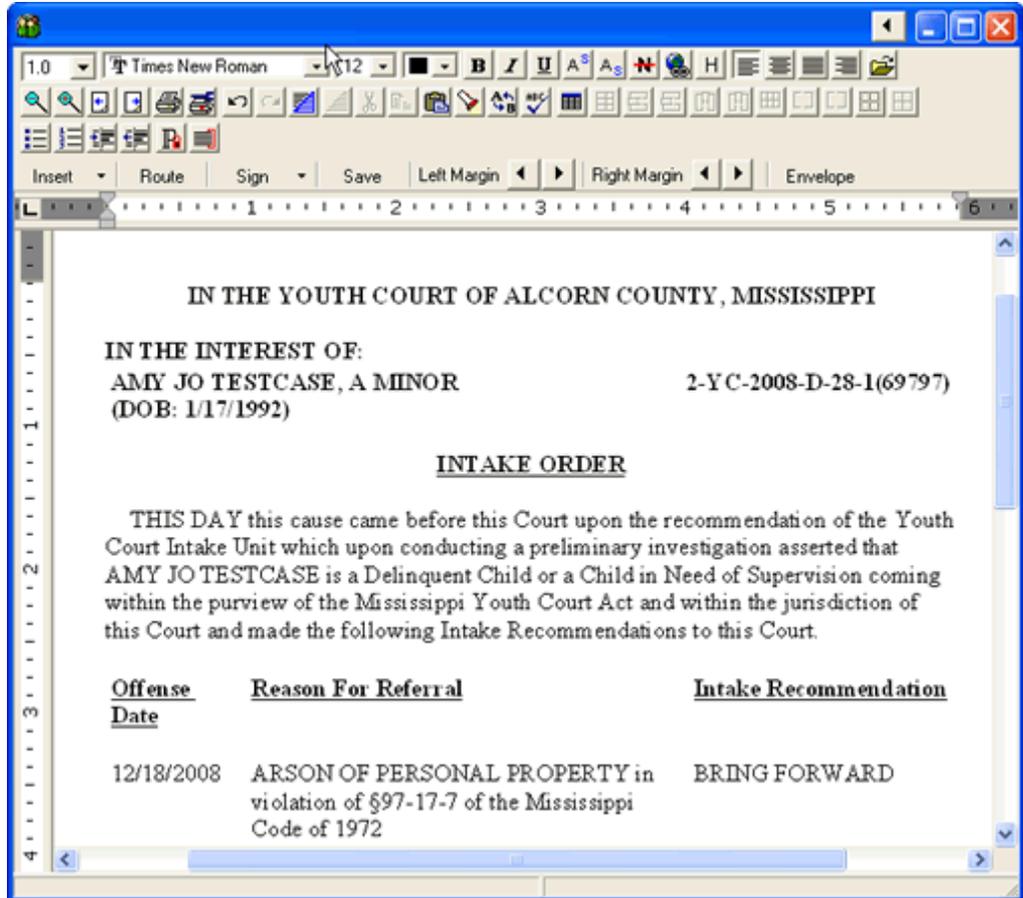
	Referral Date	Referral	Order Date	Order
▶	12/17/2008	ASSAULT: AGGRAVATED	12/18/2008	FORI
	12/19/2008	ARSON: PERSONAL PROPERTY	12/19/2008	FORI

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.

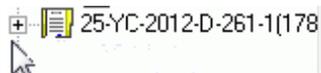
The intake order will open in the MYCIDS word processor as shown in the image below.



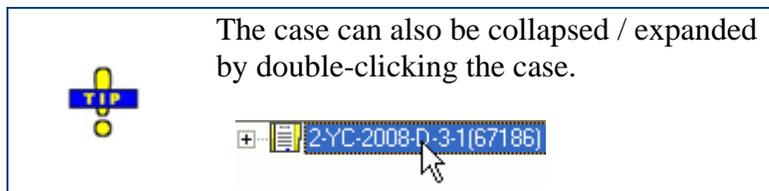
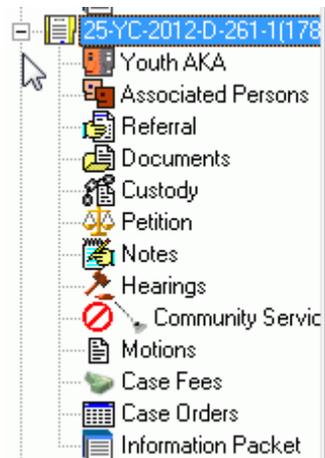
6.6 - Modify Ref. Number

► *Step 1 - Expand the case.*

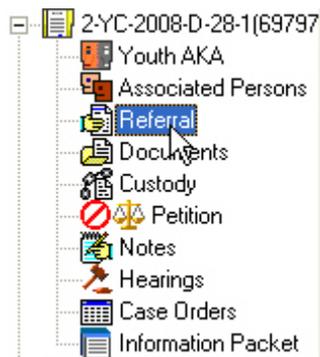
Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



- ▶ *Step 2 - Click on 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.
[Gen](#) [te](#) 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 [X]

Properties | Aggravating Factors

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

Document Text [] [] []

Ref. # []

Offense Date [12/11/2008] [v] Referral Date [12/18/2008] [v]

Allegation Brought By

[] [Add] [Remove]

Referral Recommendation/Order Information

Intake Recommendation

[BRING FORWARD] [v]

Date [12/19/2008] [v]

Order of the Court

[FORMAL PETITION ORDERED] [v]

Date [12/19/2008] [v]

By [JAMIE KELLY MCBRIDE] [v]

[OK] [Cancel]

- ▶ **Step 5 - Click OK.**

7-0 Documents

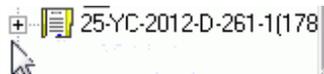
The Documents node lists documents which have been generated by MYCIDS, documents added to the system from a scanner, or documents attached from files on your computer. This section will address how to manage the documents for a case.

- ▶ [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

- ▶ *Step 1 - Expand the case.*

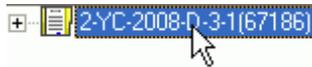
Click on the  next to the case number in the Case Navigation Panel.



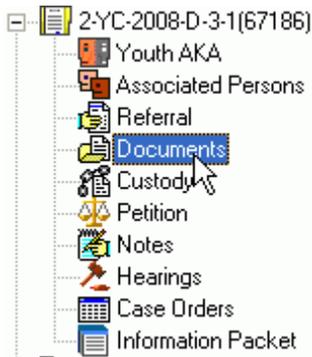
The expanded case will look like the image below.



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



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



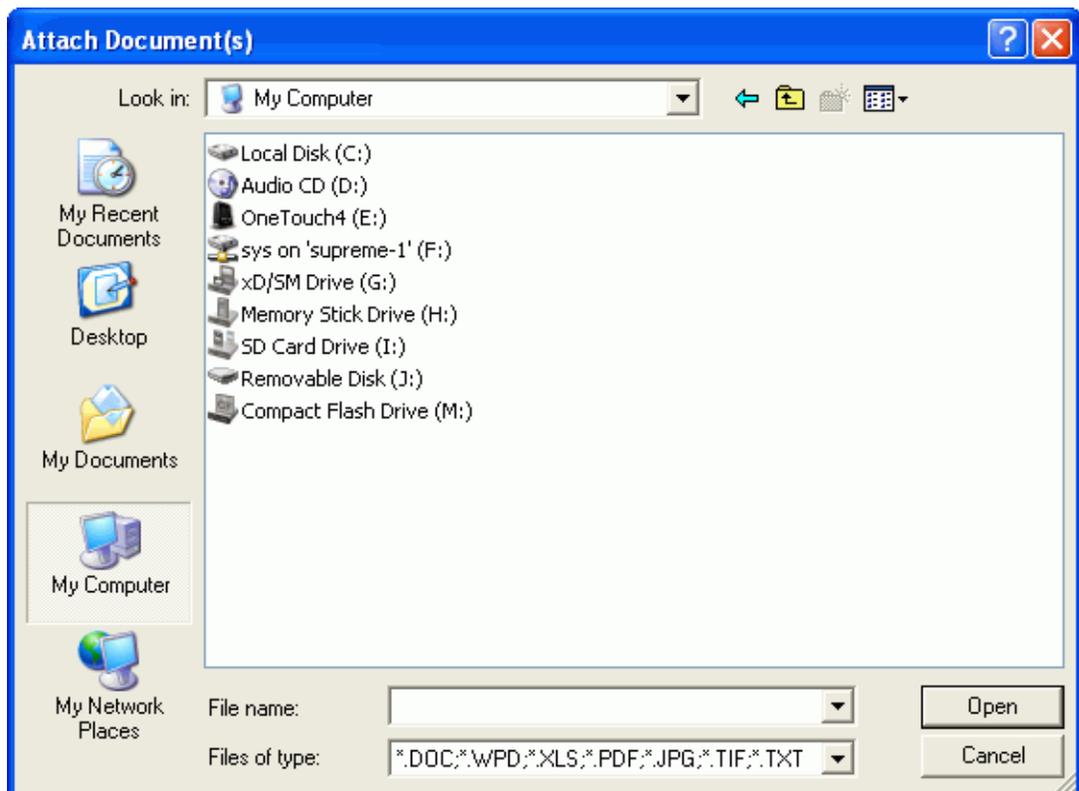
► *Step 3 - Click on Attach a new Document.*

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.

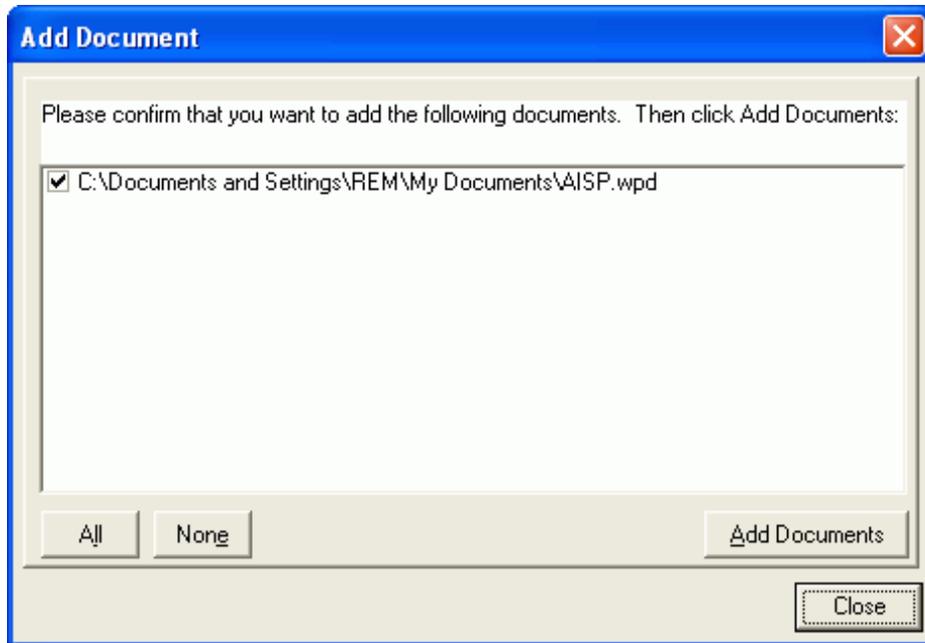
► *Step 4 - Select document from the Attach Document browser.*

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.



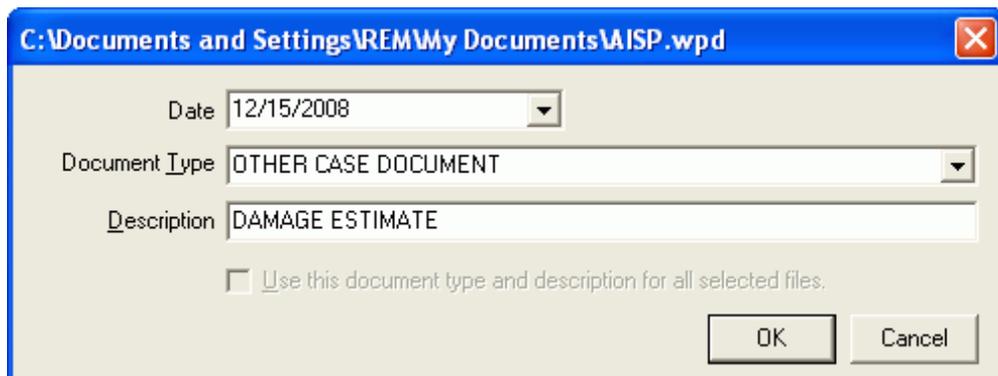
► *Step 6 - Date, name and describe document.*

Enter the document date.

Select document type from drop down list.

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

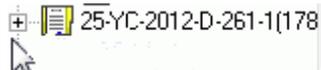
Click OK.



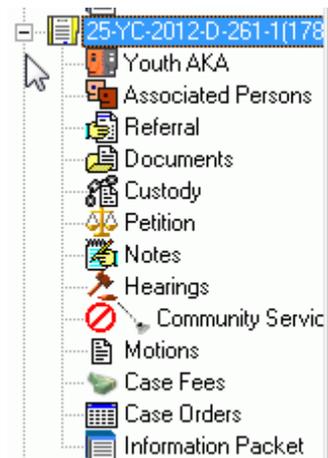
7.2 - Scanning Documents

► *Step 1 - Expand the case.*

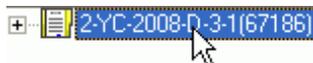
Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



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

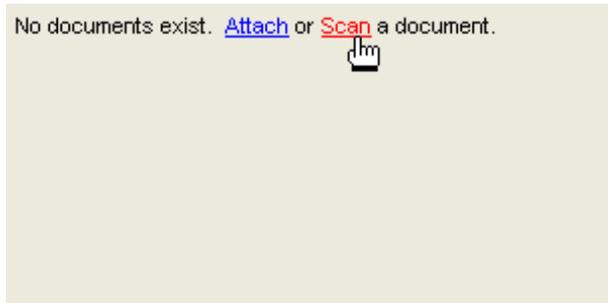


► *Step 2 - Click on Documents in the Case Navigation panel.*

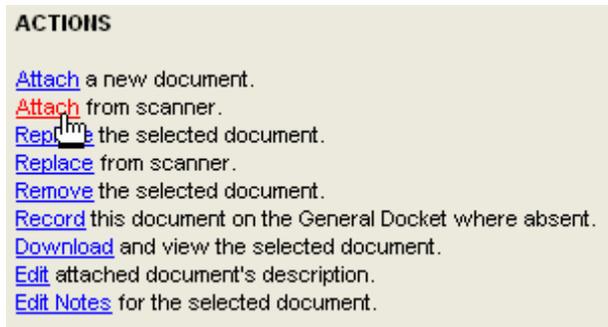


► *Step 3 - Click on Attach from Scanner or Scan a document*

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

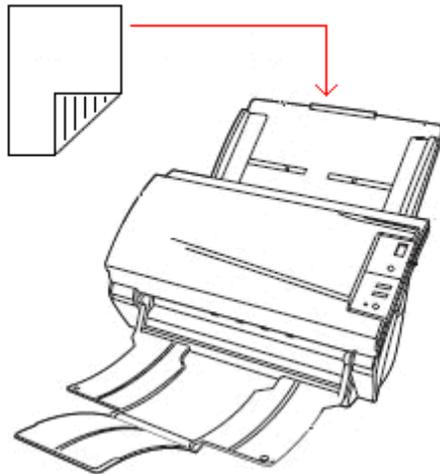


If documents exist the documents nodes actions will look similar to the following image. Click Attach from Scanner

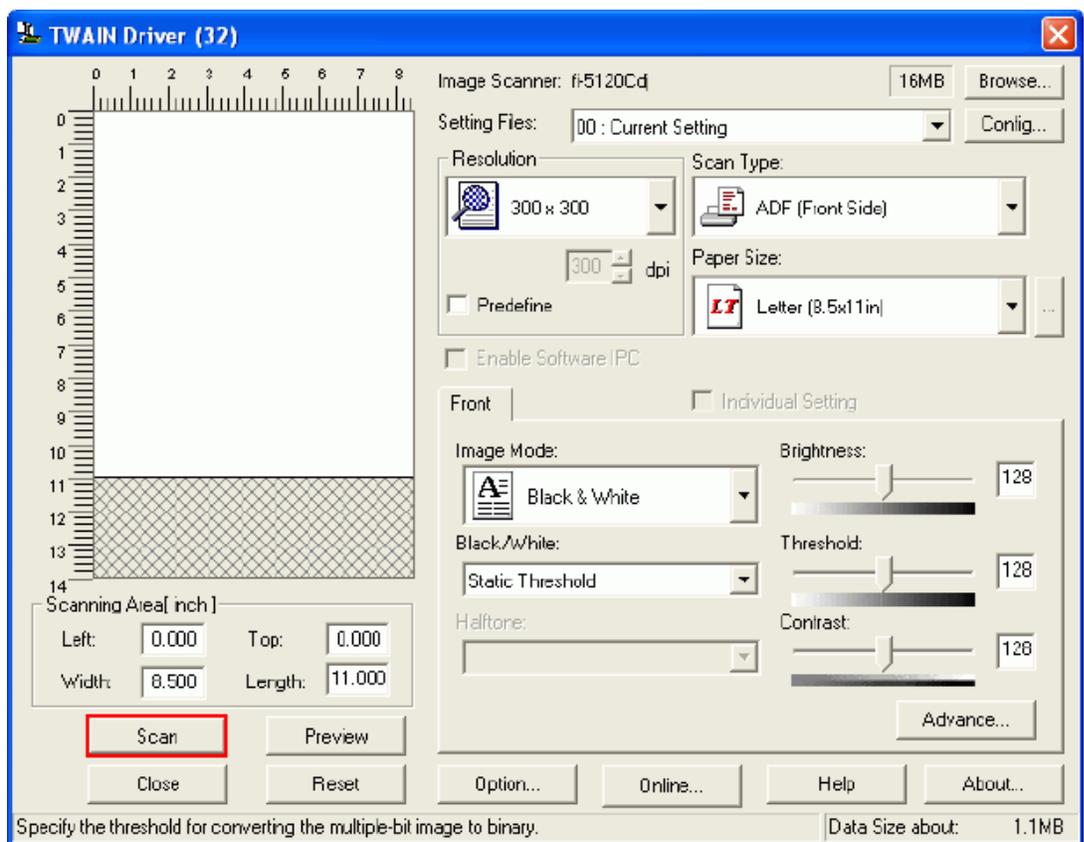


► *Step 4 - Insert document into scanner.*

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



- ▶ *Step 5 - Click Scan in Docviewer.*

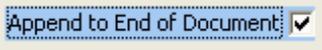


- ▶ *Step 6 - Save document and close MYCIDS Document Processor.*

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>

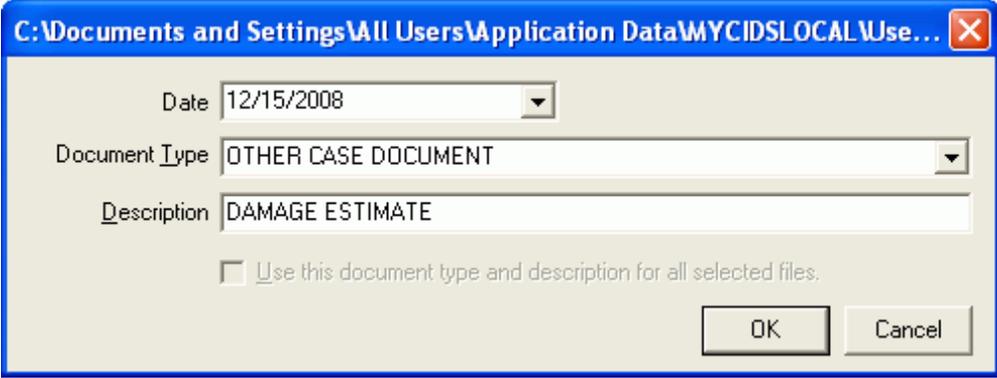
► *Step 7 - Date, name and describe document.*

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

► *Step 1 - Expand the case.*

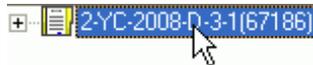
Click on the  next to the case number in the Case Navigation Panel.



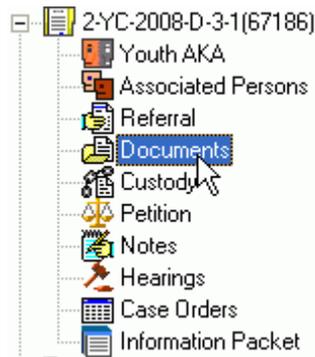
The expanded case will look like the image below.



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



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



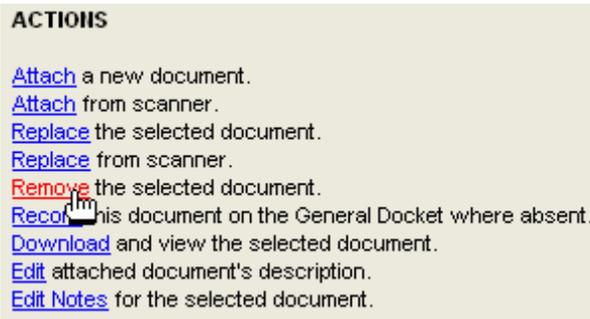
► *Step 3 - Select document from the Documents list.*

		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.*

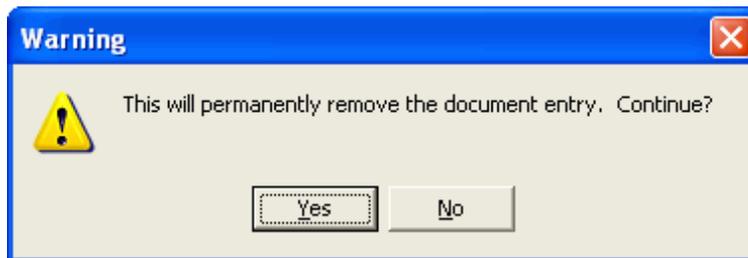


Note!

Documents that have been recorded cannot be removed.

► *Step 5 - Confirm removal of document.*

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



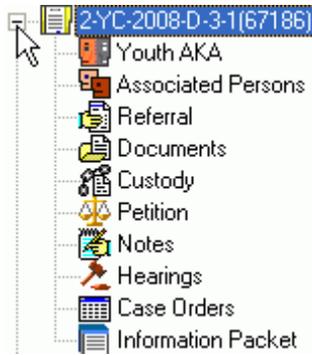
7.4 - Replacing Documents

► *Step 1 - Expand the case.*

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

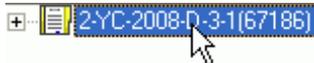


The expanded case will look like the image below.

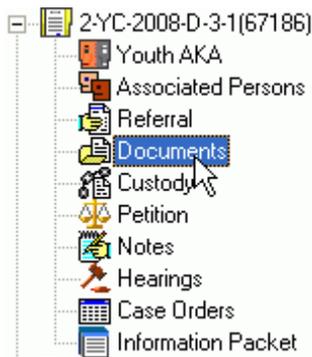




The case can also be collapsed / expanded by double-clicking the case.



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



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

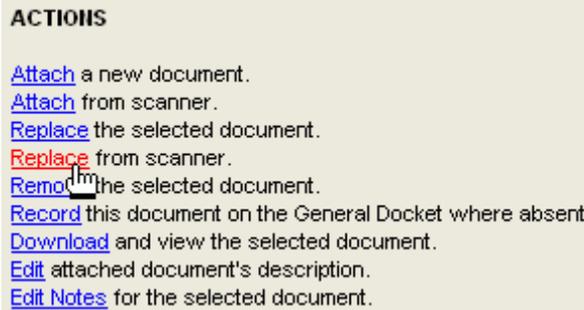
		12/08/2008 14:01	INTAKE ORDER	N/A
		12/18/2008 13:50	APPOINT YOUTH ATTORNEY ORDER	N/A
		12/15/2008 00:00	DAMAGE ESTIMATE	N/A



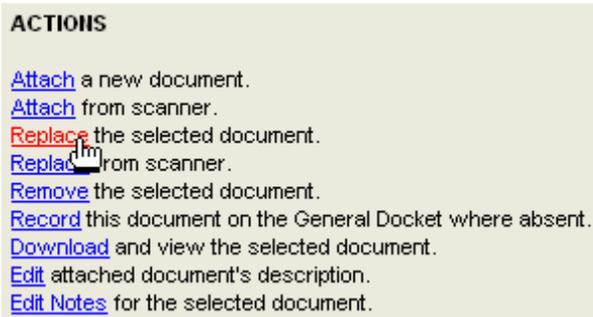
Clicking on the document highlights the document in blue. This insures that the correct document has been chosen.

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

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



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



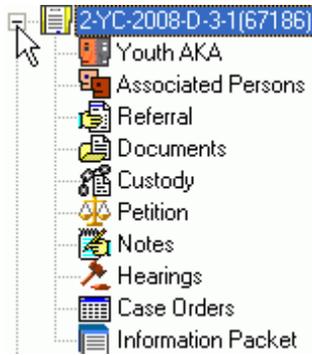
7.5 - Recording Documents

► *Step 1 - Expand the case.*

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

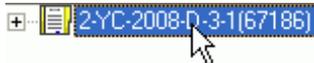


The expanded case will look like the image below.

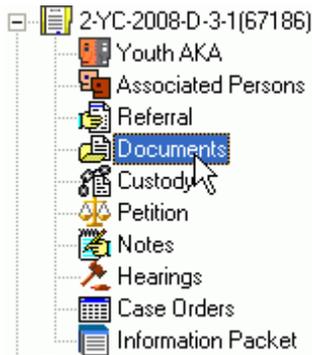




The case can also be collapsed / expanded by double-clicking the case.



▶ *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

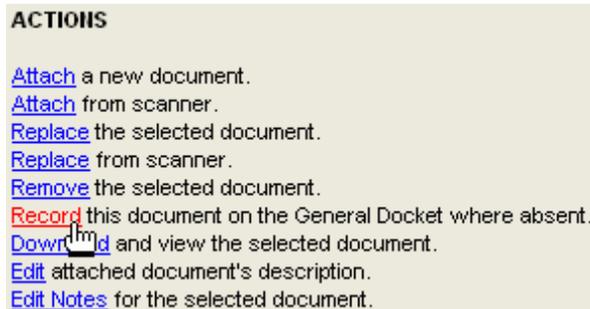
Note !

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.*



► *Step 5 - Confirm Recording.*

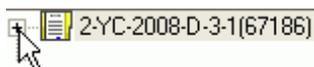
Click Yes to complete the recording process. Click No to cancel the recording process.



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.

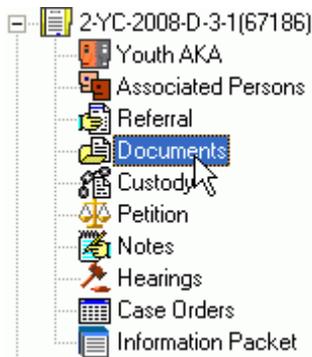




The case can also be collapsed / expanded by double-clicking the case.



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



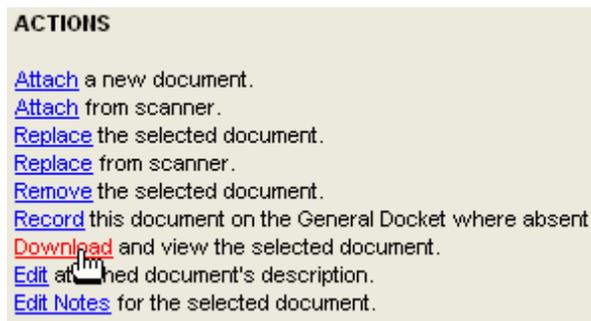
► *Step 3 - Click on selected document in the Documents list.*

		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.*



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

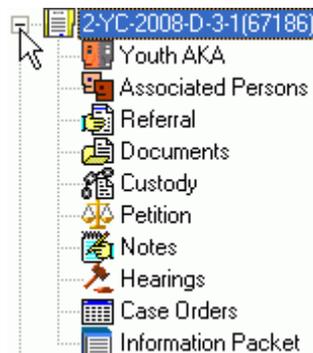
7.7 - Edit Document Descriptions

- *Step 1 - Expand the case.*

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



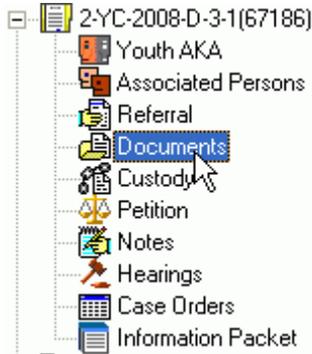
The expanded case will look like the image below.



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.

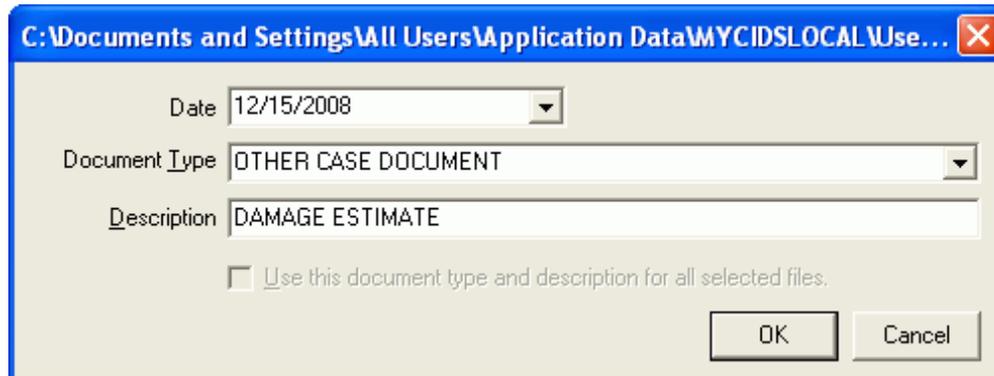
[Edit](#) attached document's description.

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

- ▶ *Step 5 - Edit description field.*

Enter the description of the document if necessary.

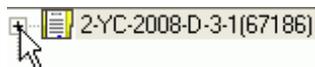
Click OK.



7.8 - Edit Document Notes

► *Step 1 - Expand the case.*

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



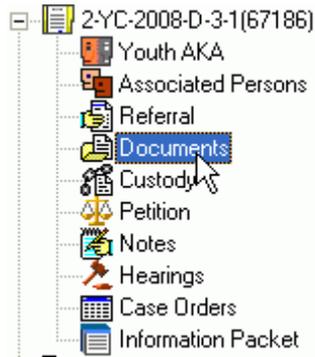
The expanded case will look like the image below.



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.

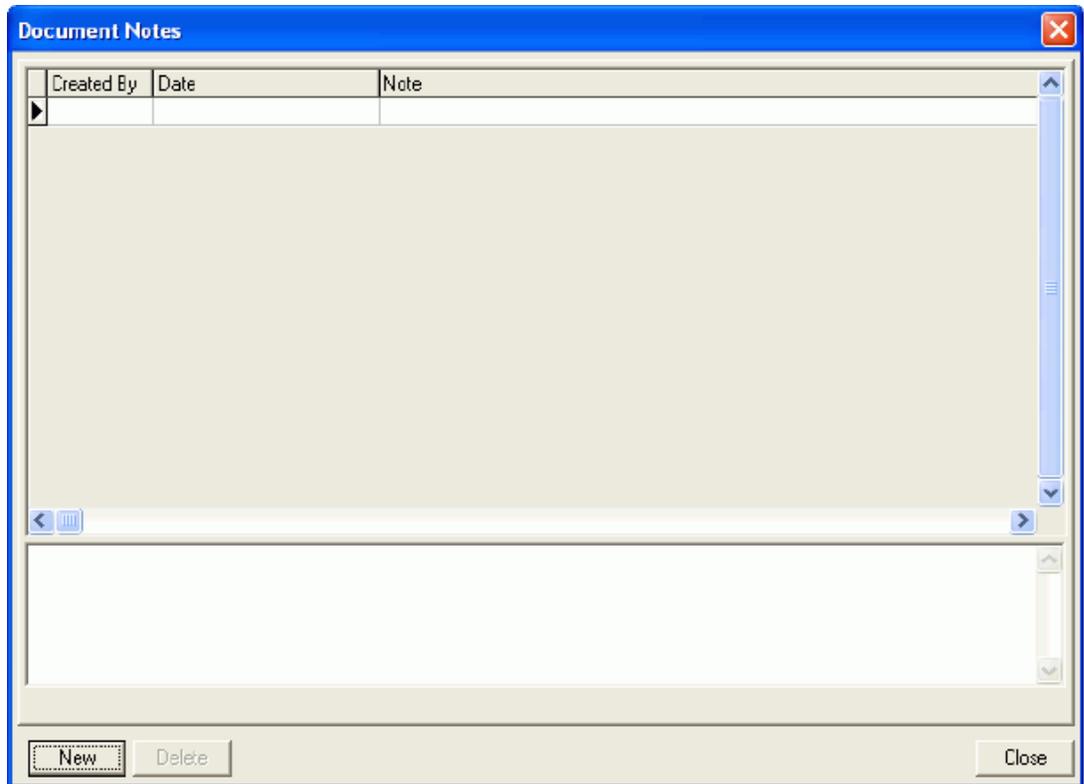
- ▶ *Step 4 - Click on Edit Notes in the Actions list.*

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.*

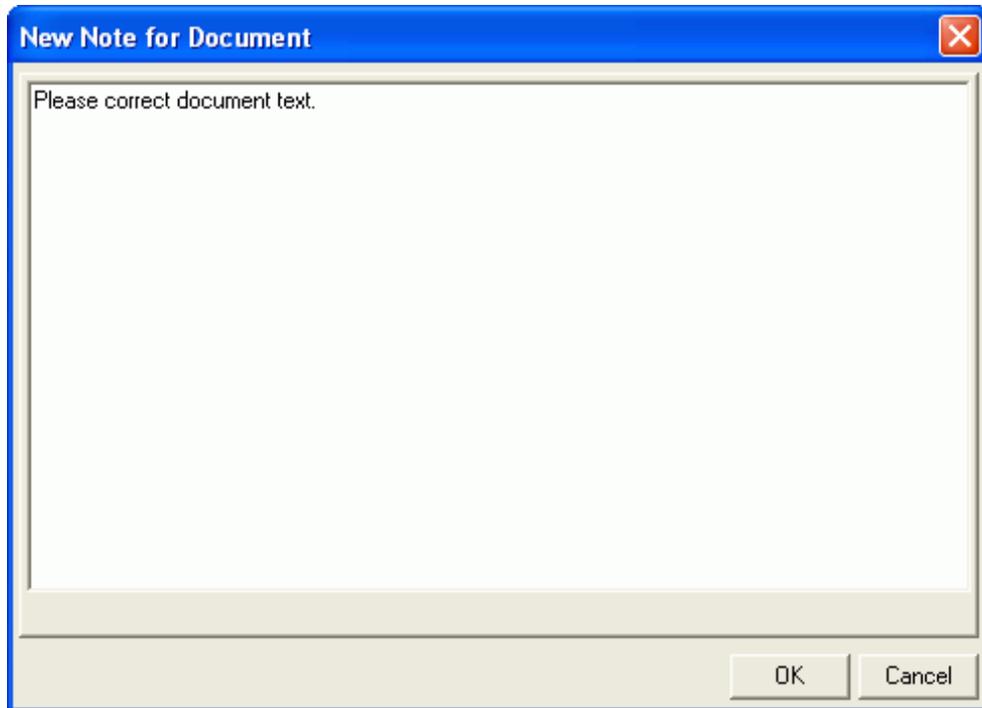
Type the necessary notes in the screen.

Click OK.

Click Close on Documents Note editor.

Note !

Document notes can be viewed by all MYCIDS users.



7.9 - Showing Summons Documents

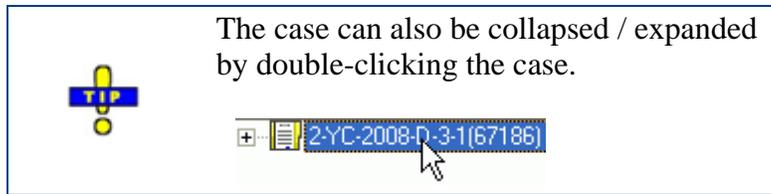
► *Step 1 - Expand the case.*

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

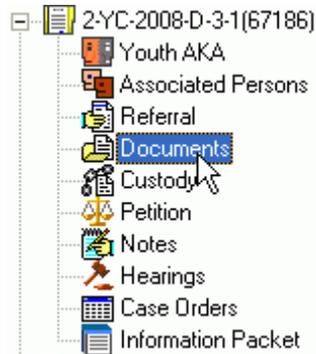


The expanded case will look like the image below.





- ▶ *Step 2 - Click 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.

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

- ▶ *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.

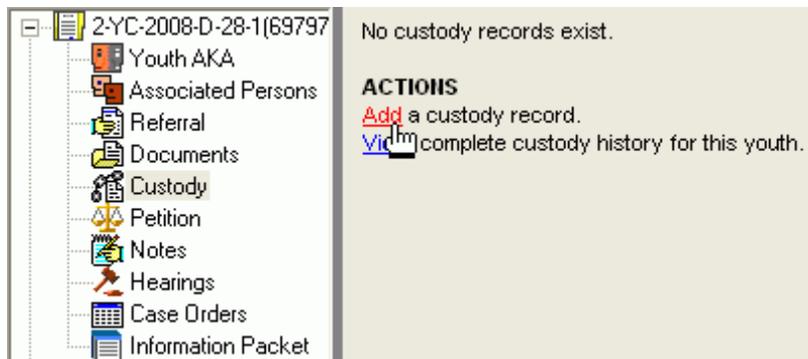


► *Step 2 - Click on Custody node.*



► *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.

Custody Edit

Properties

Date: 12/23/2008 08:00 AM

December, 2008

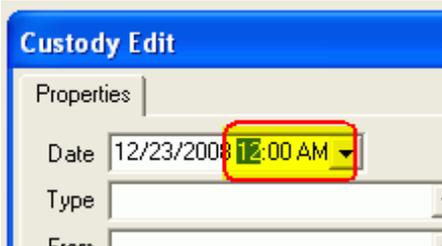
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 12/23/2008

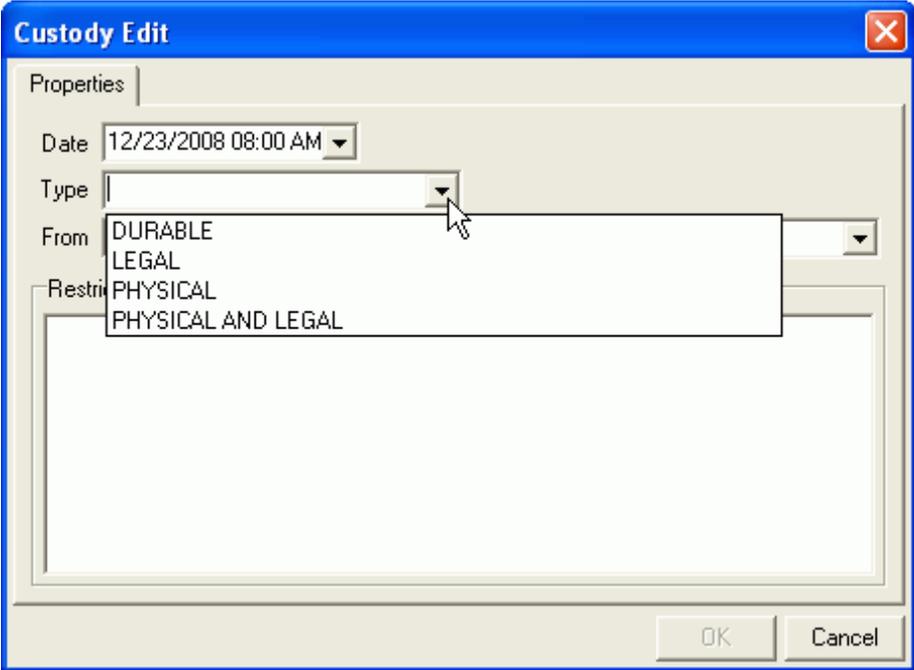
To: []

OK Cancel

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.

Custody Edit

Properties

Date: 12/23/2008 08:00 AM

Type: PHYSICAL AND LEGAL

From: SANDRA TESTCASE - MOTHER

To:

Restrictions:

- ALCORN COUNTY DETENTION CENTER - COUNTY DETENTION CENTER

OK Cancel

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

Custody Edit

Properties

Date: 12/23/2008 08:00 AM

Type: PHYSICAL AND LEGAL

From: SANDRA TESTCASE - MOTHEF

To: SANDRA TESTCASE - MOTHER

Restrictions:

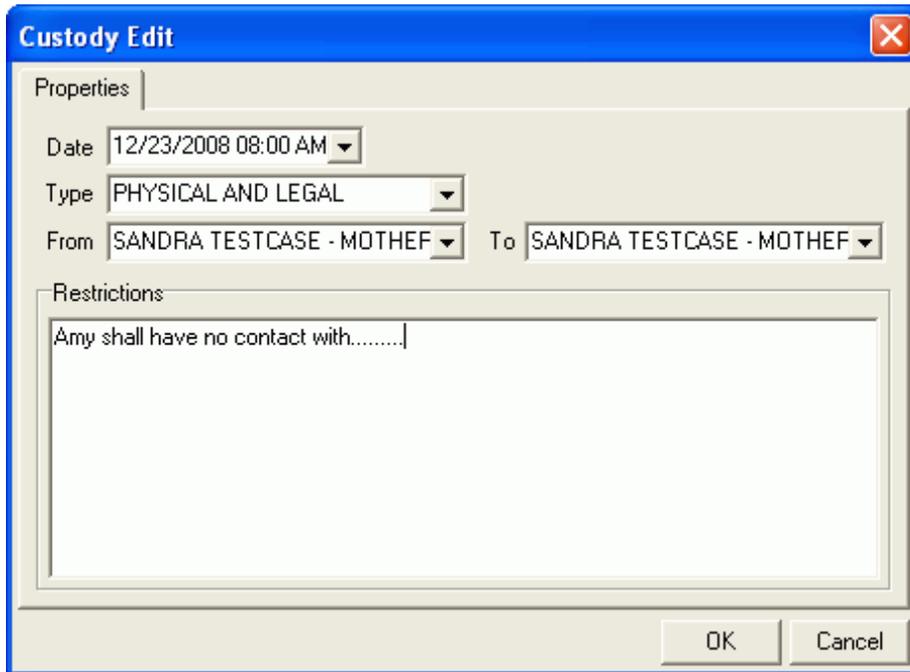
- ALCORN COUNTY DETENTION CENTER - COUNTY DETENTION CENTER

OK Cancel

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.



- ▶ Step 5 - Click OK.

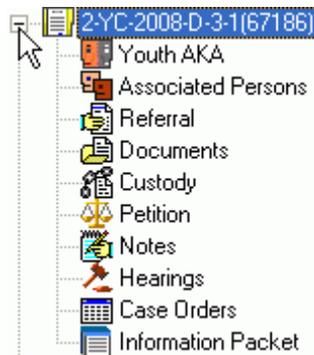
8.2 - Edit a Custody Record

- ▶ *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 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.

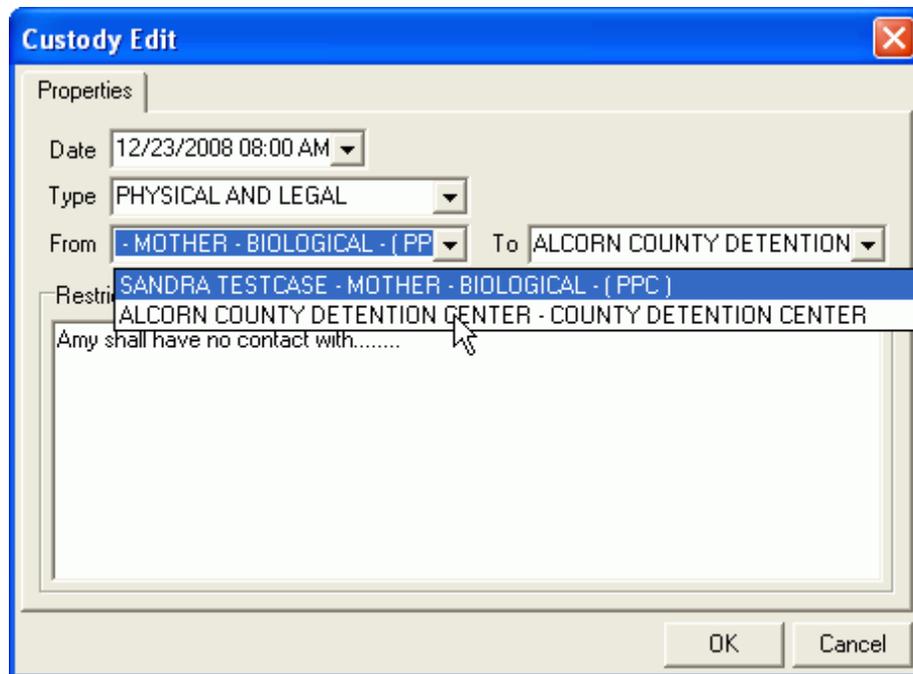
[Delete](#) this custody record.

[Edit](#) this custody record.

[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

- ▶ *Step 1 - Expand the case.*

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



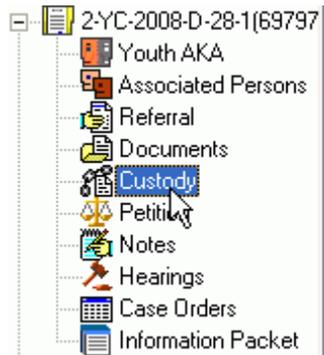
The expanded case will look like the image below.



 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 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.

[Generate](#) custody change order.

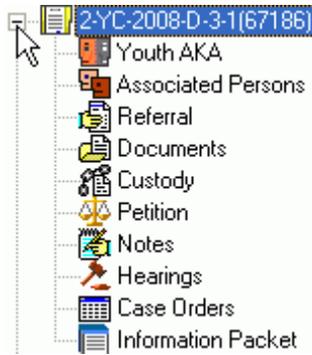
8.4 - Record Custody Change to General Docket

► *Step 1 - Expand the case.*

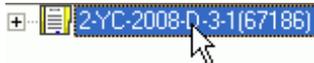
Click on the  next to the case number in the Case Navigation Panel.



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 A	SANDRA TESTCASE - MOTHER - BIOLOGI	ALCORN




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  symbol will appear next to the custody record as shown in the image below.

	Date	Type	From	To
▶ 	12/23/2008	PHYSICAL A	SANDRA TESTCASE - MOTHER - BIOLOGI	ALCORN



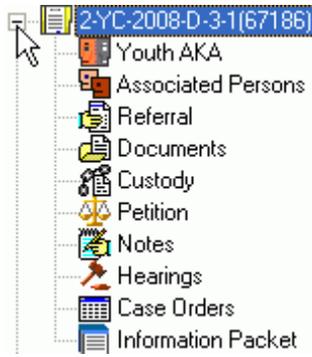

8.5 - Generate Custody Change Order

▶ *Step 1 - Expand the case.*

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

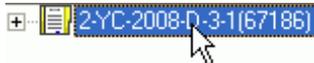


The expanded case will look like the image below.





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 - MOTHE

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

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

[◀](#)
[▶](#)

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

[Add](#) a custody change record.

[Delete](#) this custody record.

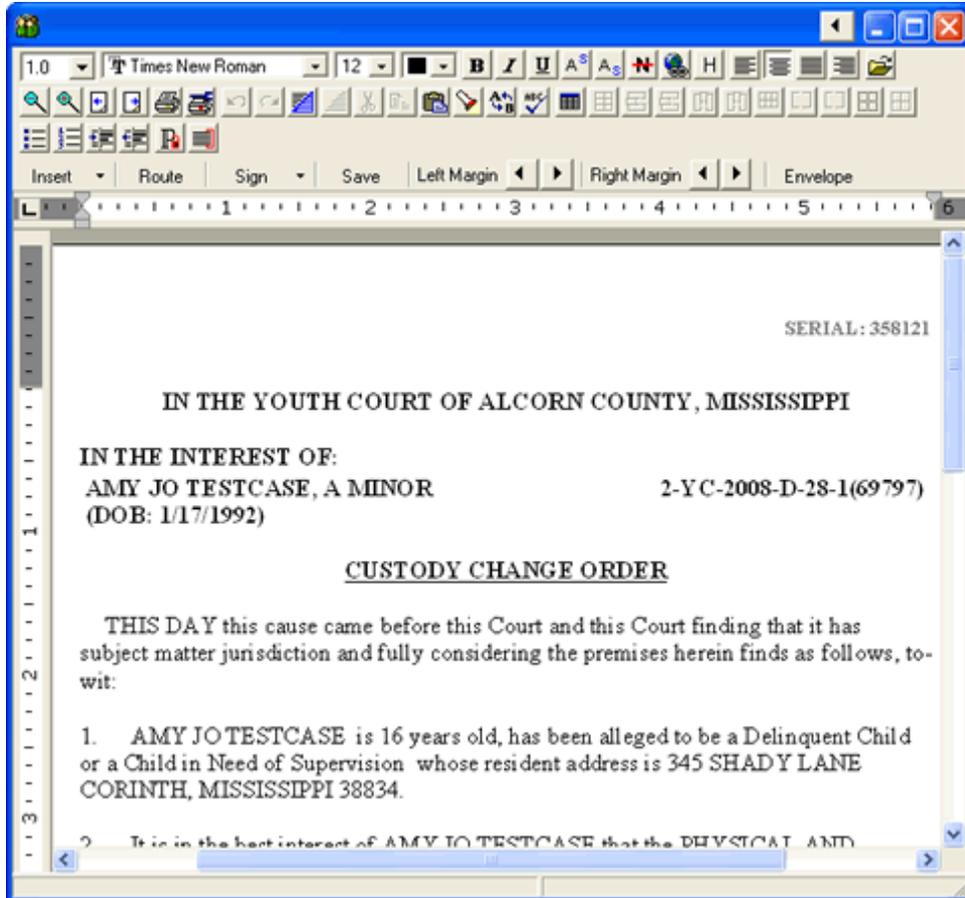
[Edit](#) this custody record.

[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

► *Step 1 - Expand the case.*

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

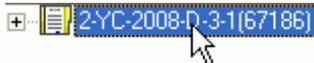


The expanded case will look like the image below.

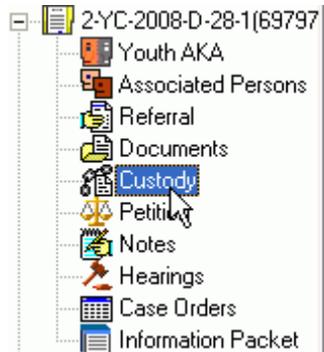




The case can also be collapsed / expanded by double-clicking the case.



► *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.

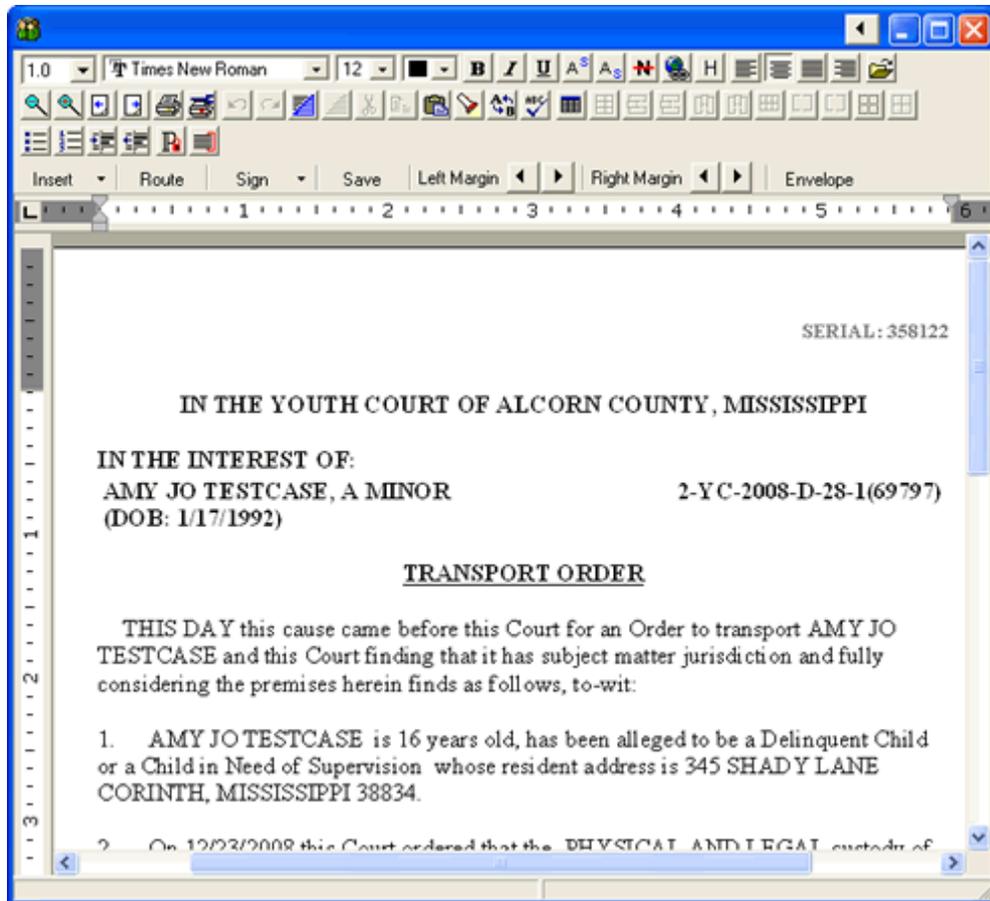
[Edit](#) this custody record.

[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.



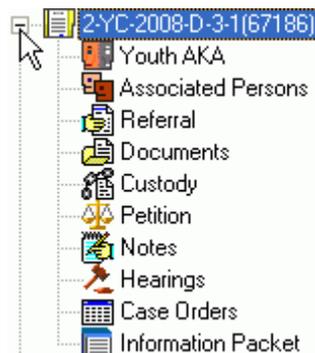
8.7 - View Custody History for Youth

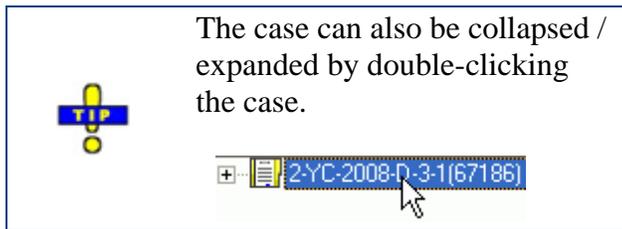
► Step 1 - Expand the case.

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 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 A	SANDRA TESTCASE - MOTHER - BIOLOGI	ALCOF
	12/24/2008	PHYSICAL A	ALCORN COUNTY DETENTION CENTER -	SANDF

This custody change did not occur at a hearing.

Date	12/23/2008
Type	PHYSICAL AND LEGAL
From	SANDRA TESTCASE - MOTHER - BIOLOGICAL PI
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 Custody History will open as shown in the image below.

The screenshot shows a window titled "Custody History" with a "Print" button in the top right corner. The main content area displays "Custody history for: AMY JO TESTCASE". Below this is a table with a light blue header row and two data rows. The header row is titled "Current Case - 2-YC-2008-D-28-1 - ALCORN (2)". The table columns are "Date", "Type", "Custody From", "Custody To", and "Hearing". The first data row shows a custody event on 12/24/2008 at 9:00:00 AM, involving physical and legal custody from the Alcorn County Detention Center to Sandra Testcase - Mother - Biological PPC, with a hearing at 12/24/2008 9:00:00 AM. The second data row shows a custody event on 12/23/2008, involving physical and legal custody from Sandra Testcase - Mother - Biological PPC to the Alcorn County Detention Center, with no hearing (N/A).

Current Case - 2-YC-2008-D-28-1 - 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

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](#)

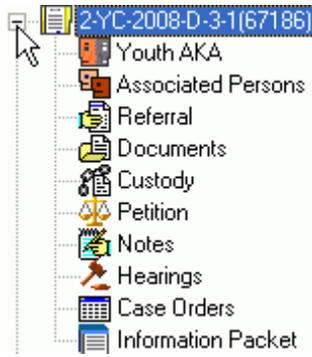
9.1 - Create a Petition

- ▶ *Step 1 - Expand the case.*

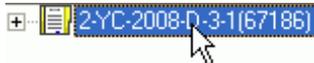
Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



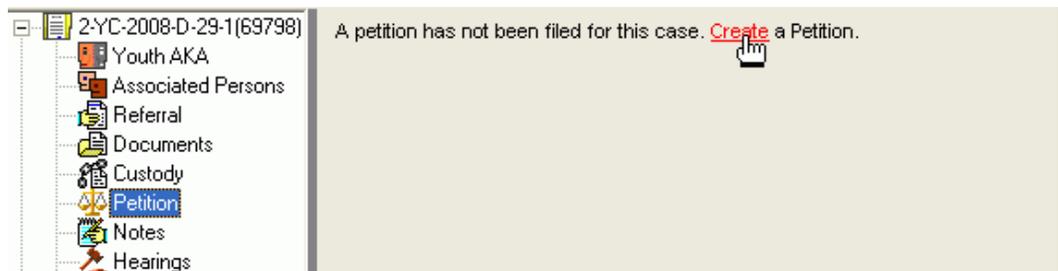
 The case can also be collapsed / expanded by double-clicking the case.



► *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.

The screenshot shows the 'Editing Work-In-Process Petition' window. The 'File Date' field is set to 12/24/2008. A calendar dropdown menu is open, showing the month of December 2008. The date 24 is circled in red. Below the calendar, it says 'Today: 12/24/2008'. The main table below the calendar has columns for 'Bring Forward', 'Referral Date', 'Referral', 'Order Date', and 'Order'.

Bring Forward	Referral Date	Referral	Order Date	Order
<input 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

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

The screenshot shows the 'Editing Work-In-Process Petition' window. The 'File Date' field is set to 12/24/2008. The 'Bring Forward' checkboxes are checked for the first two rows of the table.

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

► Step 5 - Click OK.

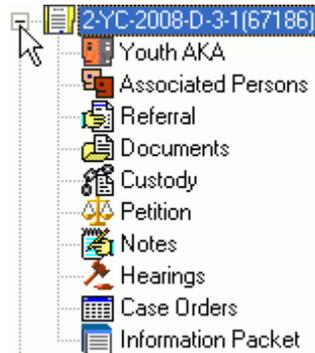
9.2 - Edit the Petition

► *Step 1 - Expand the case.*

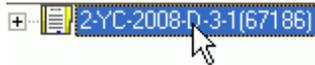
Click on the  next to the case number in the Case Navigation Panel.



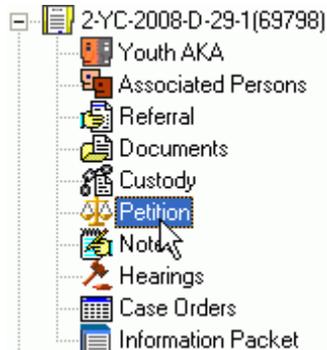
The expanded case will look like the image below.



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.

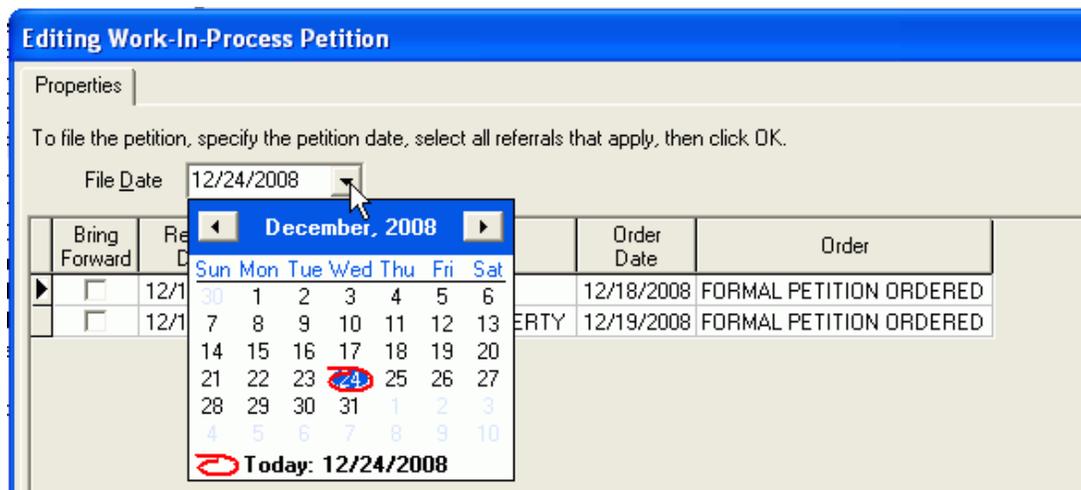
[File](#) this petition and record an entry on the General Docket.

[Delete](#) the petition.

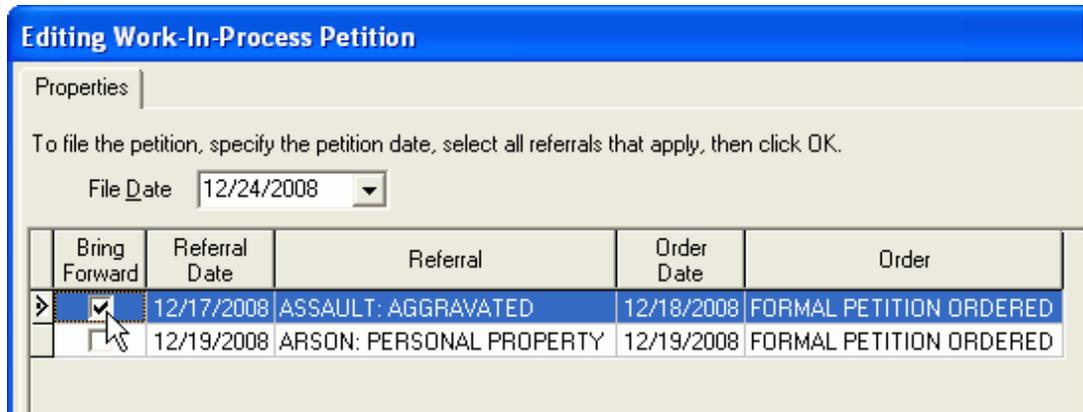
[Generate](#) the petition.

► *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.

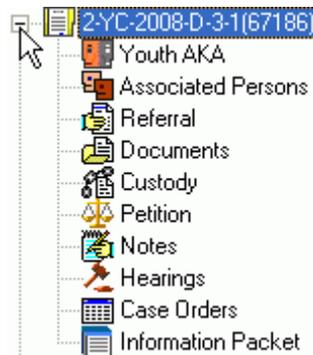
9.3 - Add documents to Petition

- ▶ *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.

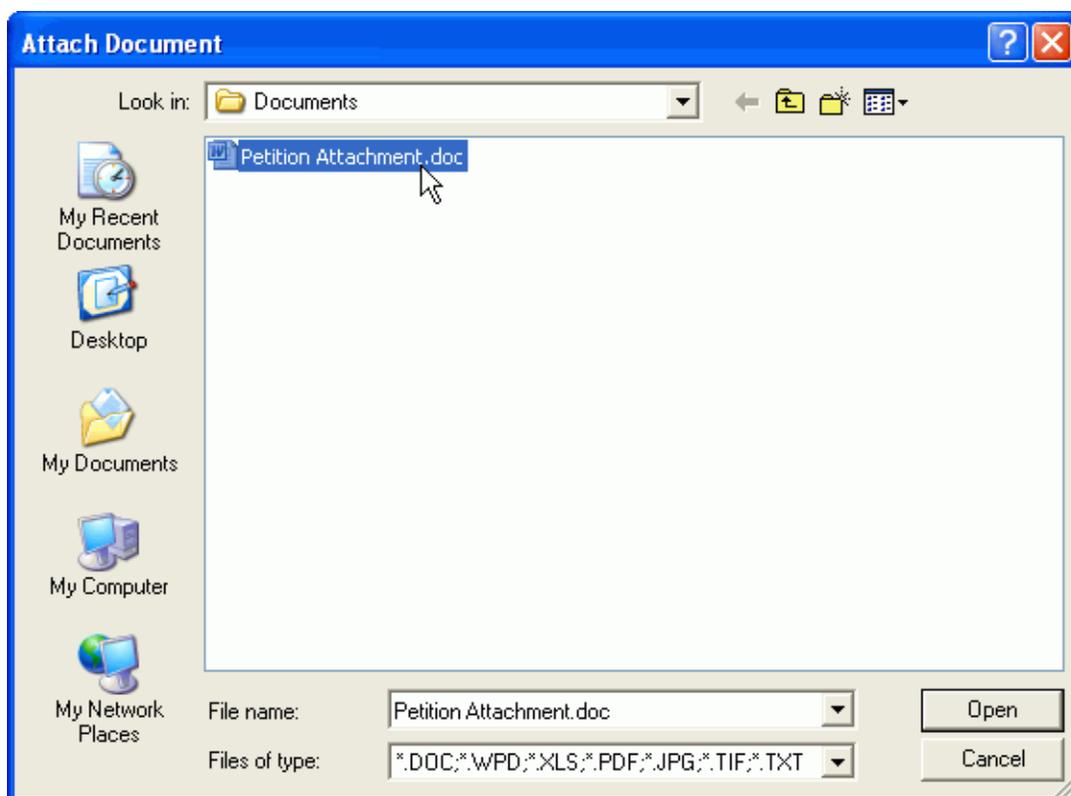
	Action	Referral	Intake Recommendation
✓	Brought Forward	12/17/2008 - ASSAULT: AGGRAVATED	12/18/2008 - BRING FORWARD
✓	Brought Forward	12/19/2008 - ARSON: PERSONAL PROPERTY	12/19/2008 - BRING FORWARD

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

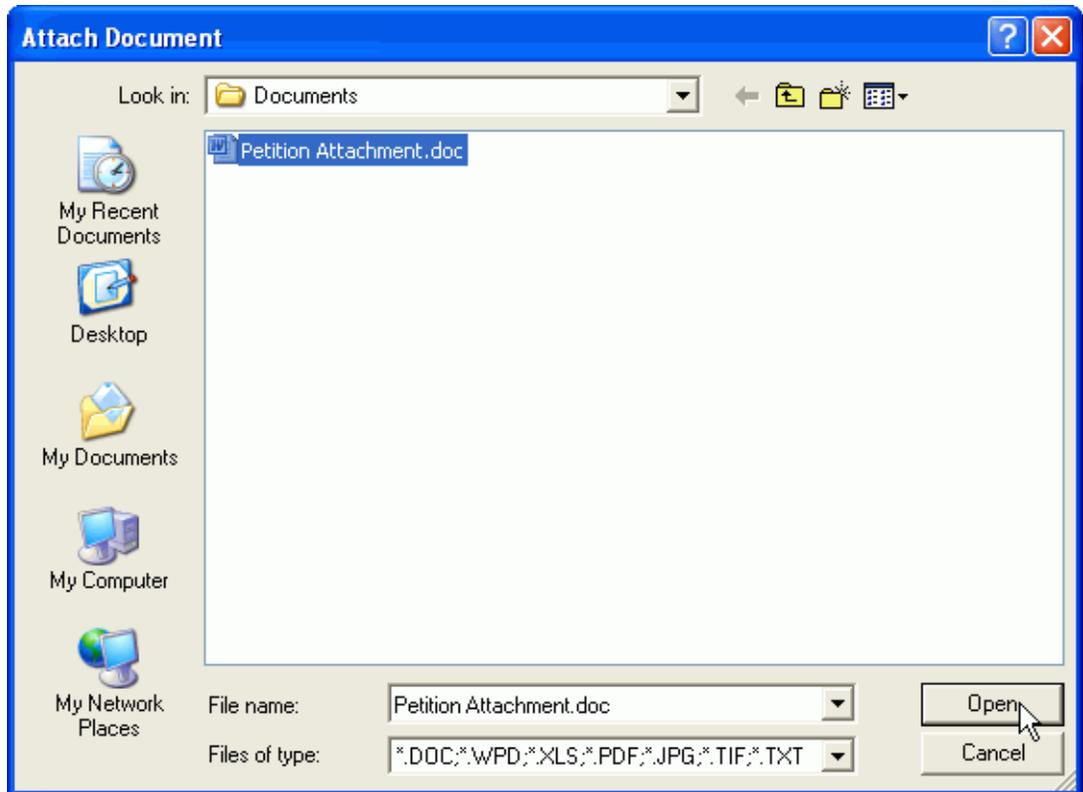
ACTIONS

[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.*

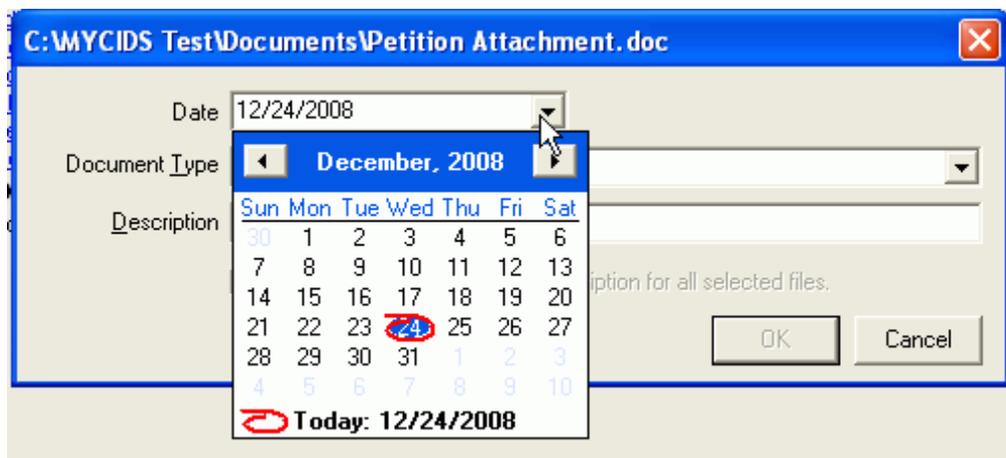


► *Step 5 - Click Open.*

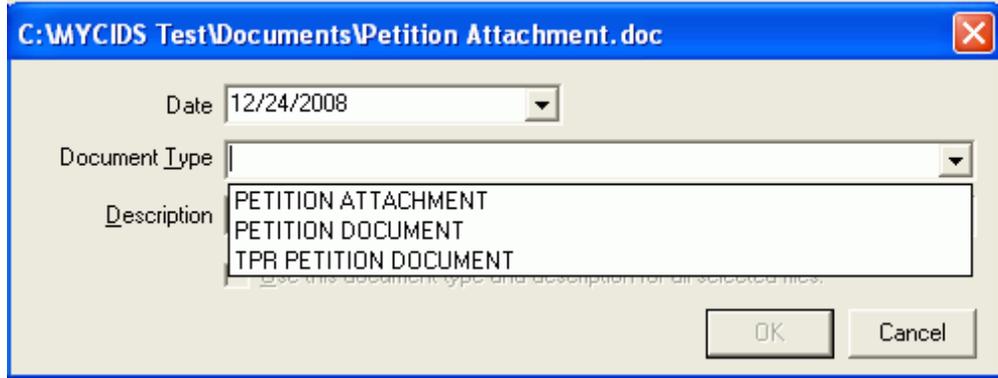


► *Step 6 - Enter document information.*

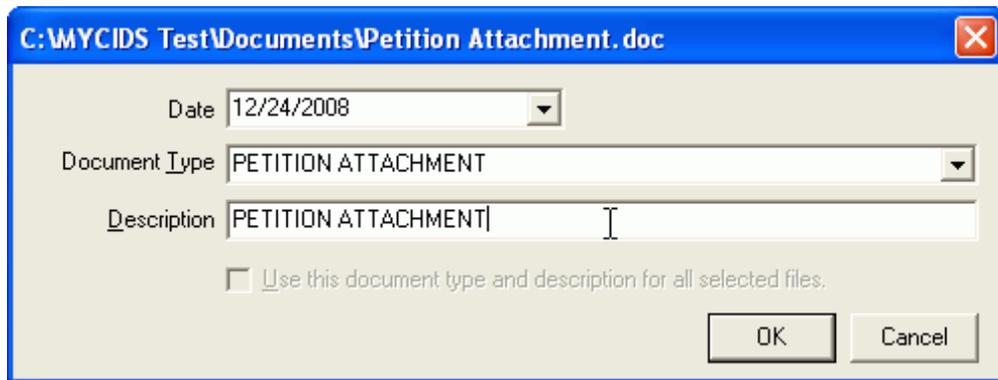
Choose date from the calendar drop down menu.



Choose Document Type from the drop down menu.



Add/Edit document description



▶ Step 7 - Click OK.

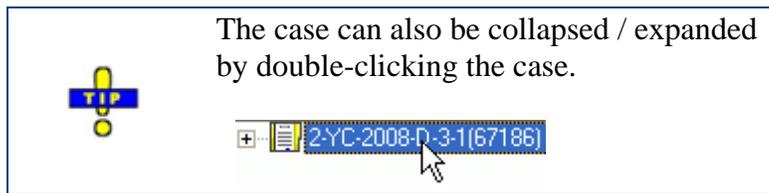
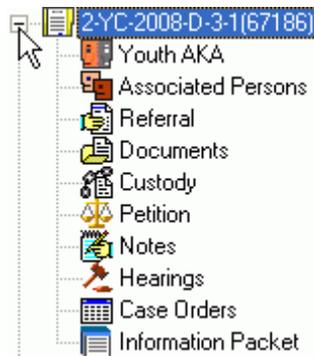
9.4 - Scan documents to the Petition

▶ *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 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 petition 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](#).

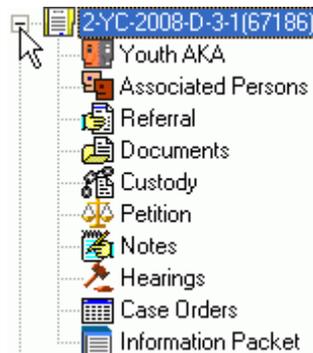
9.5 - File and record petition on the General Docket

► *Step 1 - Expand the case.*

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

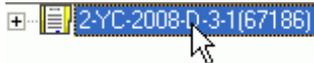


The expanded case will look like the image below.





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 Recon
✓	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

► *Step 1 - Expand the case.*

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



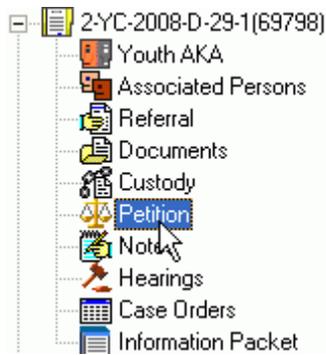
The expanded case will look like the image below.





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.

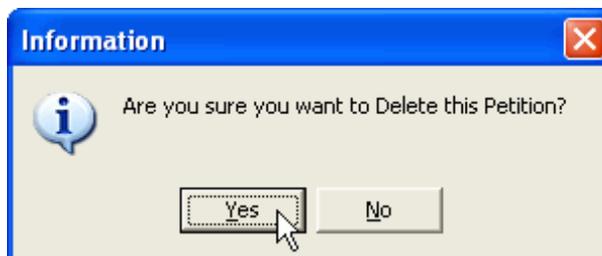
[Scan documents](#) to the petition.

[File](#) this petition and record an entry on the General Docket.

[Delete](#) the petition.

[Generate](#) the petition.

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



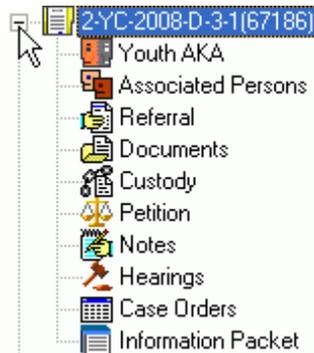
9.7 - Generate Petition

► *Step 1 - Expand the case.*

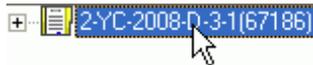
Click on the + next to the case number in the Case Navigation Panel.



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	12/18/200
✓	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.
[Generate](#) the petition.

Documents

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

SERIAL: 358129

IN THE YOUTH COURT OF ALCORN COUNTY, MISSISSIPPI

IN THE INTEREST OF:
 AMY JO TESTCASE, A MINOR 2-YC-2008-D-29-1(69798)

Race: WHITE Sex: FEMALE
 Age: 16 years old DOB: 1/17/1992

PETITION

COMES NOW the ALCORN COUNTY prosecuting attorney and files the petition alleging that the minor child AMY JO TESTCASE is a Delinquent Child or a Child in Need of Supervision within the purview of the Mississippi Youth Court Act and would show unto the Court the following to-wit:

JURISDICTION

9.8 - Amend a Petition

There are two ways to amend the petition.

▶ *Amend the Existing Referrals*

Note !

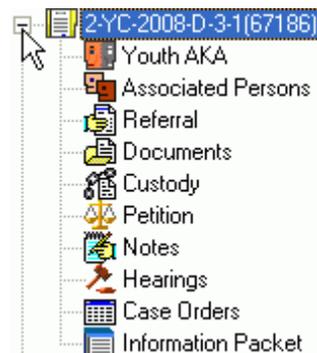
This process should be used to amend the petition before the Adjudication Hearing has taken place.

▶ *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.*

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 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.



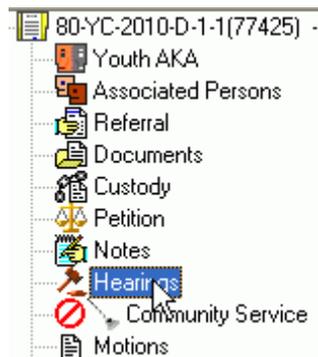
The expanded case will look like the image below.



 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.*

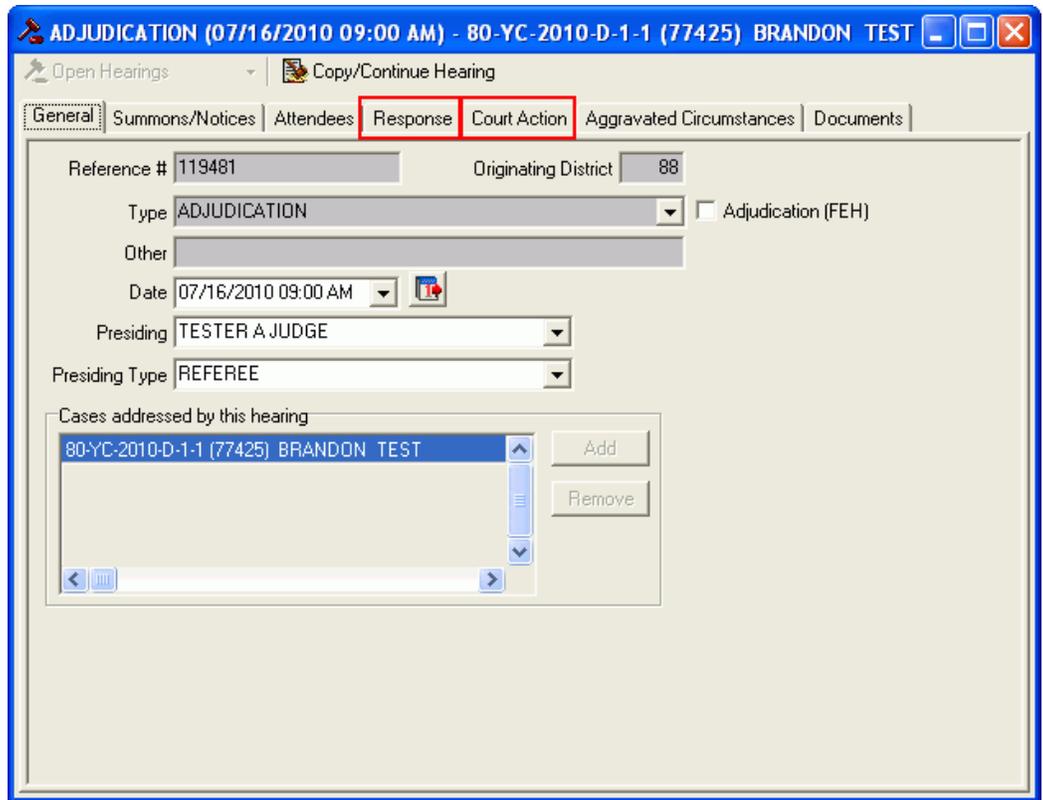
Date	Description	Presiding
07/09/2010	ADJUDICATION	TESTER A JUDGE

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.*



ADJUDICATION (07/16/2010 09:00 AM) - 80-YC-2010-D-1-1 (77425) BRANDON TEST

Open Hearings | Copy/Continue Hearing

General | Summons/Notices | Attendees | **Response** | **Court Action** | Aggravated Circumstances | Documents

Reference # 119481 Originating District 88

Type ADJUDICATION Adjudication (FEH)

Other

Date 07/16/2010 09:00 AM

Presiding TESTER A JUDGE

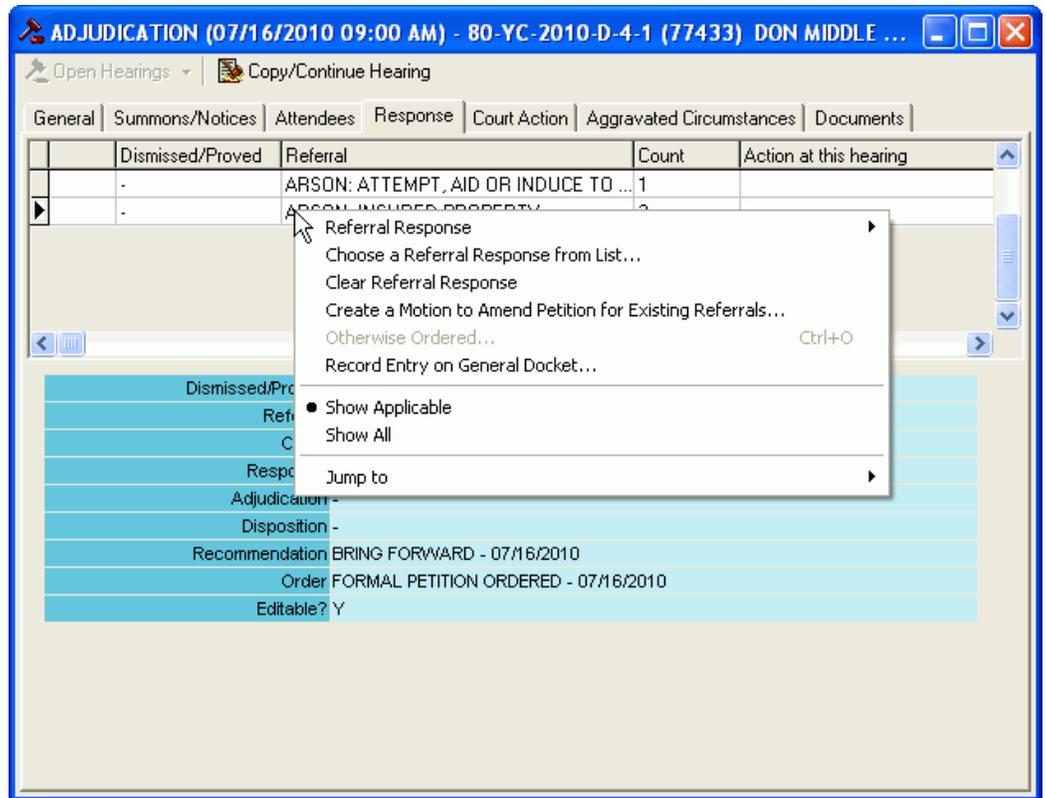
Presiding Type REFEREE

Cases addressed by this hearing

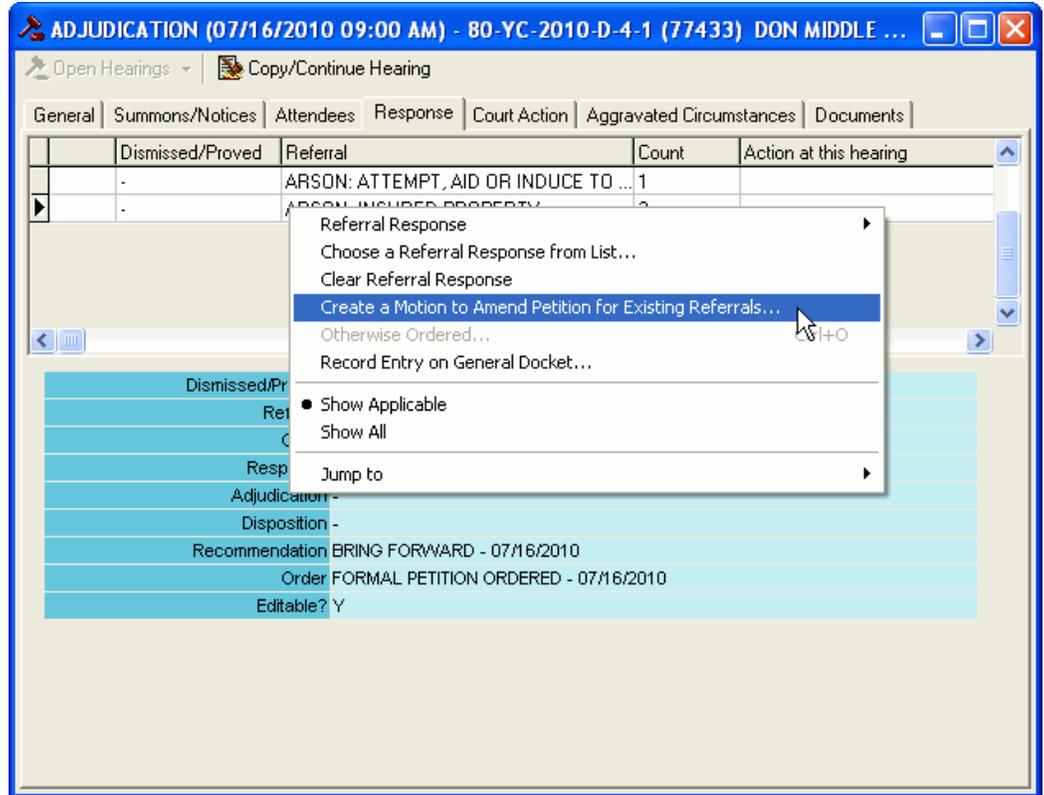
80-YC-2010-D-1-1 (77425) BRANDON TEST

Add Remove

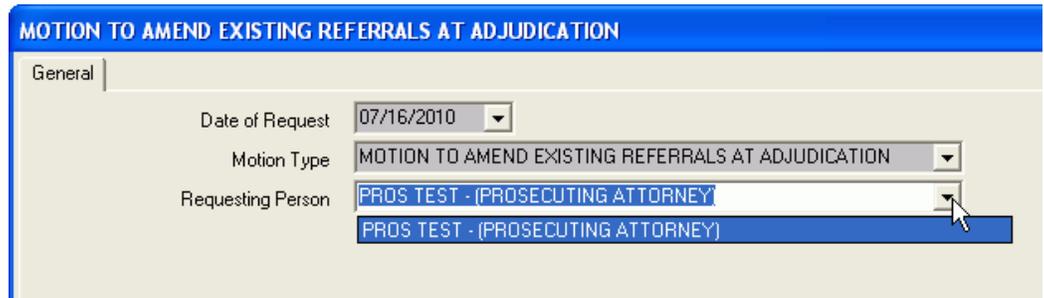
► *Step 6 - Right-click on one of the listed referrals.*



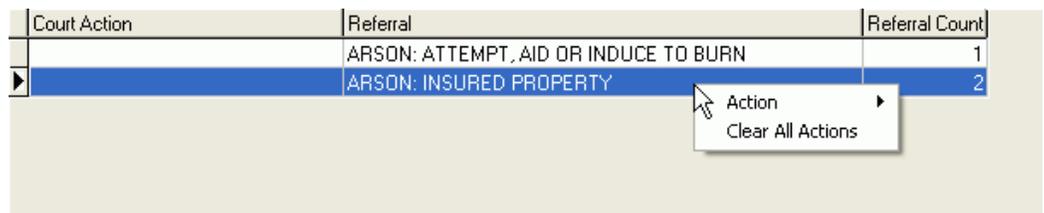
- ▶ *Step 7 - From the menu that appears, click on "Create a Motion to Amend the Petition for Existing Referrals".*



► *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.*

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.

- ▶ *Step 1 - Expand the case.*

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



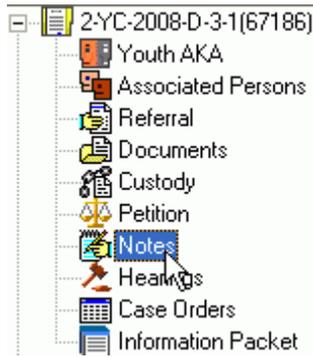
The expanded case will look like the image below.



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.

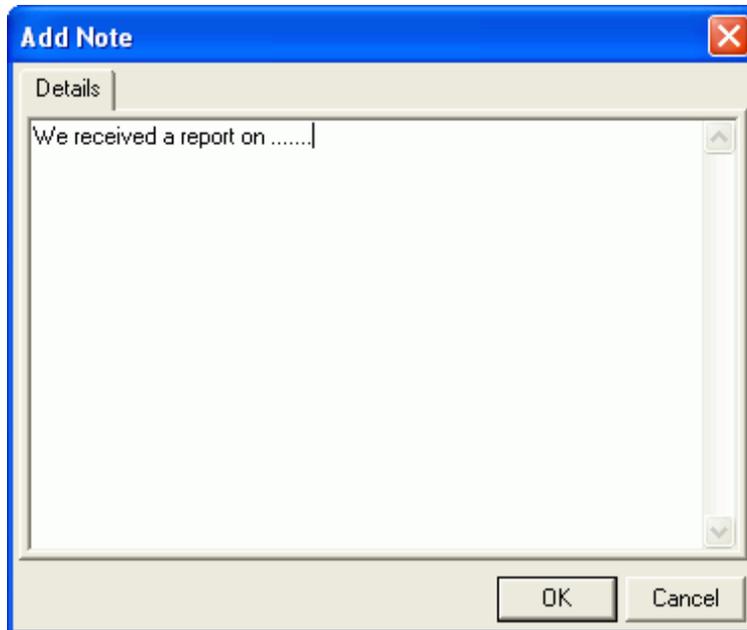
- ▶ *Step 4 - Type note text.*

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

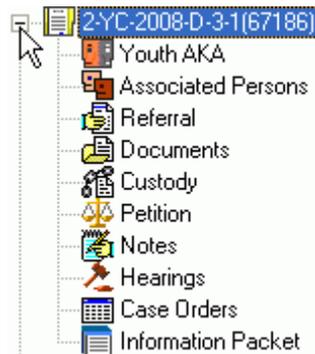
Type your drop-down text here.

► *Step 1 - Expand the case.*

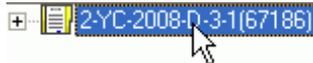
Click on the  next to the case number in the Case Navigation Panel.



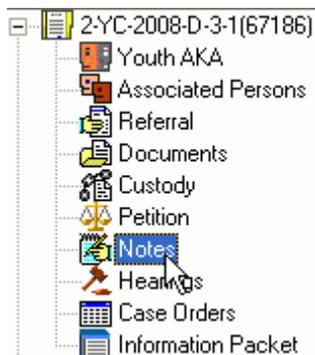
The expanded case will look like the image below.



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.

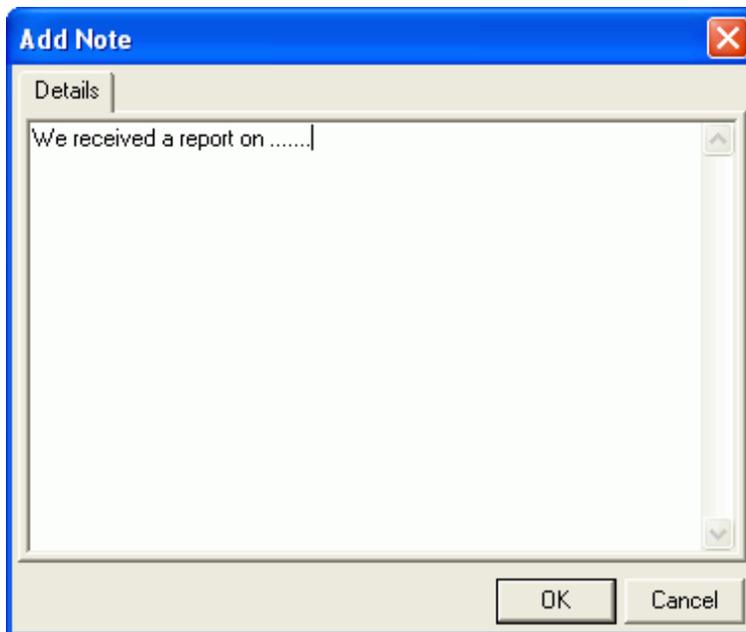
ACTIONS

[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

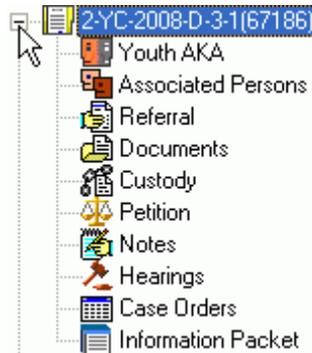
Type your drop-down text here.

▶ *Step 1 - Expand the case.*

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

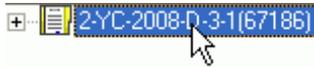


The expanded case will look like the image below.

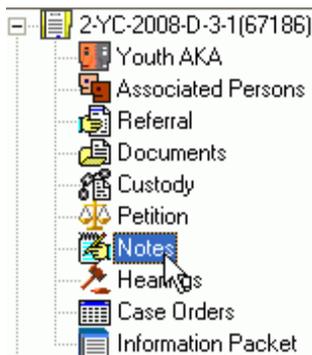




The case can also be collapsed / expanded by double-clicking the case.



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



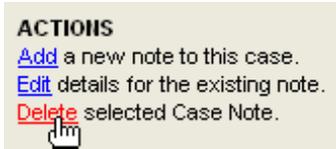
▶ *Step 3 - Select the Note from the Notes list.*

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

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

Note !

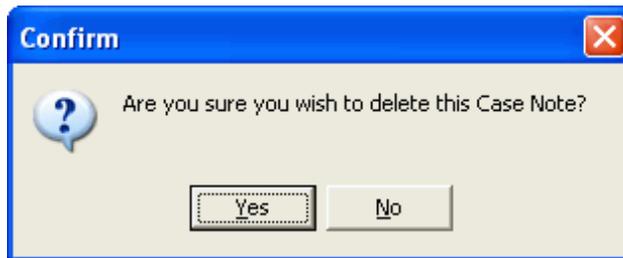
Notes may only be edited or deleted by the user that entered the note.



► *Step 5 - Confirm Deletion.*

Click Yes to confirm deletion of the Case note.

Click No to cancel.



10.4 - View Note Details

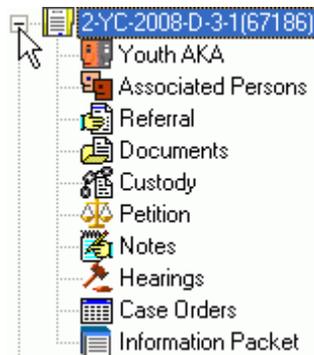
Type your drop-down text here.

► *Step 1 - Expand the case.*

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



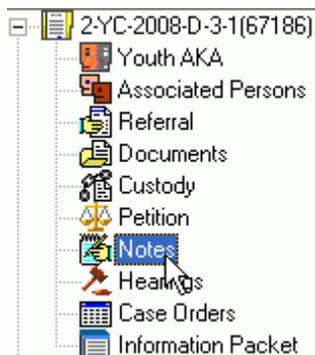
The expanded case will look like the image below.



TIP

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.

11-0 Hearings

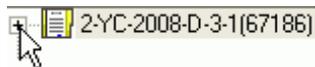
This section will address how to add, edit, and delete hearings. It also shows step by step how to record hearings and generate hearing orders.

- ▶ [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](#)

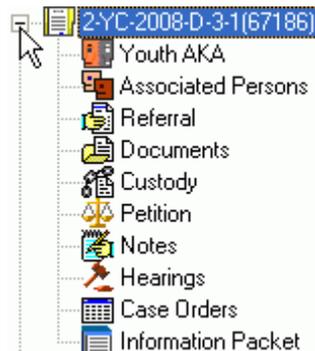
11.1 - Add a Hearing

- ▶ *Step 1 - Expand the case.*

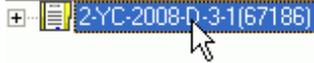
Click on the  next to the case number in the Case Navigation Panel.



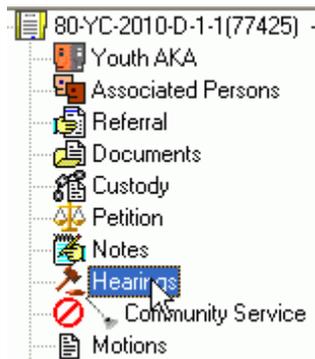
The expanded case will look like the image below.



 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.

The screenshot shows a software window titled "New Hearing for 1-YC-2010-D-18-1(77442) - DON MIDDLE KNOX". The window has a blue title bar and standard Windows window controls. Below the title bar, there are two buttons: "Open Hearings" and "Copy/Continue Hearing". The main area is labeled "General" and contains several fields:

- Reference #: 123028
- Originating District: 1
- Type: A dropdown menu is open, showing a list of hearing types: ADJUDICATION, COMMITMENT HEARING, CONTEMPT, DETENTION, DISPOSITION, DRUG COURT HEARING, FOSTER CARE REVIEW, and OTHER. A mouse cursor is pointing at "ADJUDICATION".
- Other: (empty text field)
- Date: (empty text field)
- Presiding: (empty text field)
- Presiding Type: (empty text field)

► *Step 5 - Edit date and time.*

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 08/15/2010 09:00 AM

Presiding

Presiding Type

Save and Proceed

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

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



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

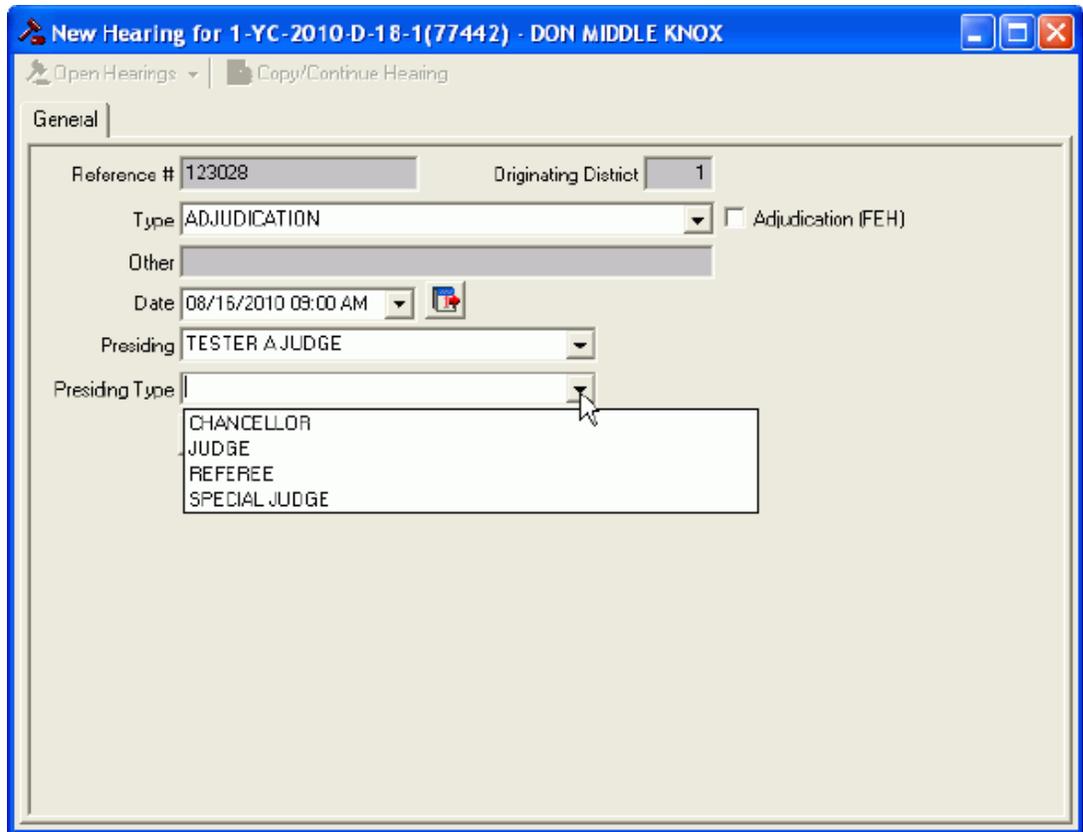
► *Step 7 - Select Presiding Type in Presiding Type field.*

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

Click Save and Proceed.

Note !

See Presiding Type descriptions below.



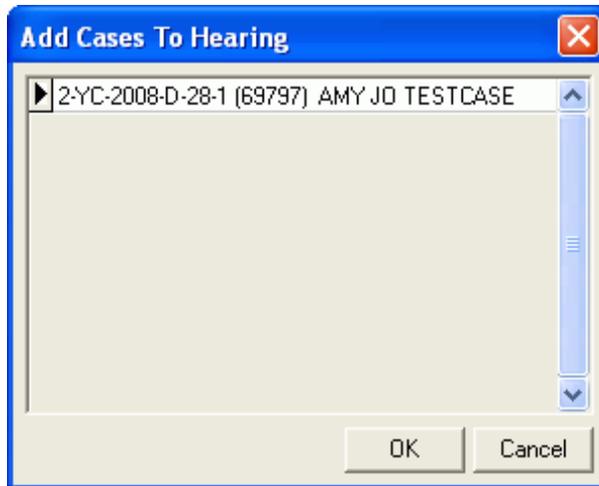
► *Step 8 - Add cases addressed in this hearing.*

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.

11.2 - Edit a Hearing

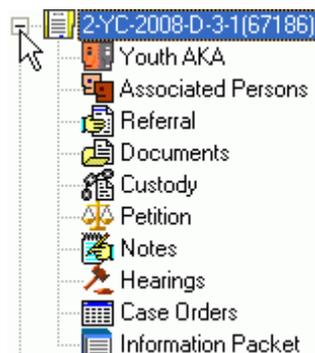
Type your drop-down text here.

► *Step 1 - Expand the case.*

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



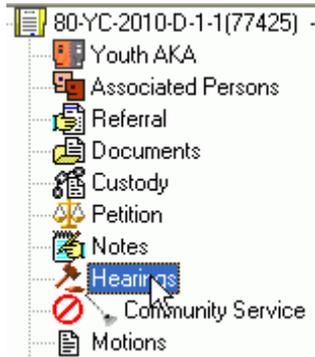
The expanded case will look like the image below.



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.

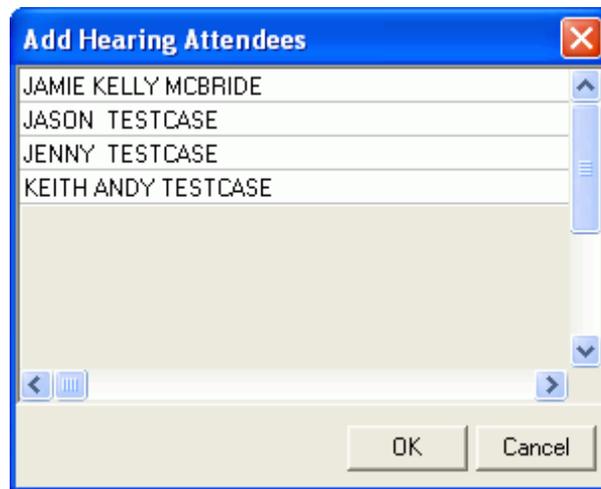
- ▶ *Step 5 - Edit the hearing.*
 - ▶ Summons/Notices (See section 12.0 - Summons)
 - ▶ *Attendees*

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.

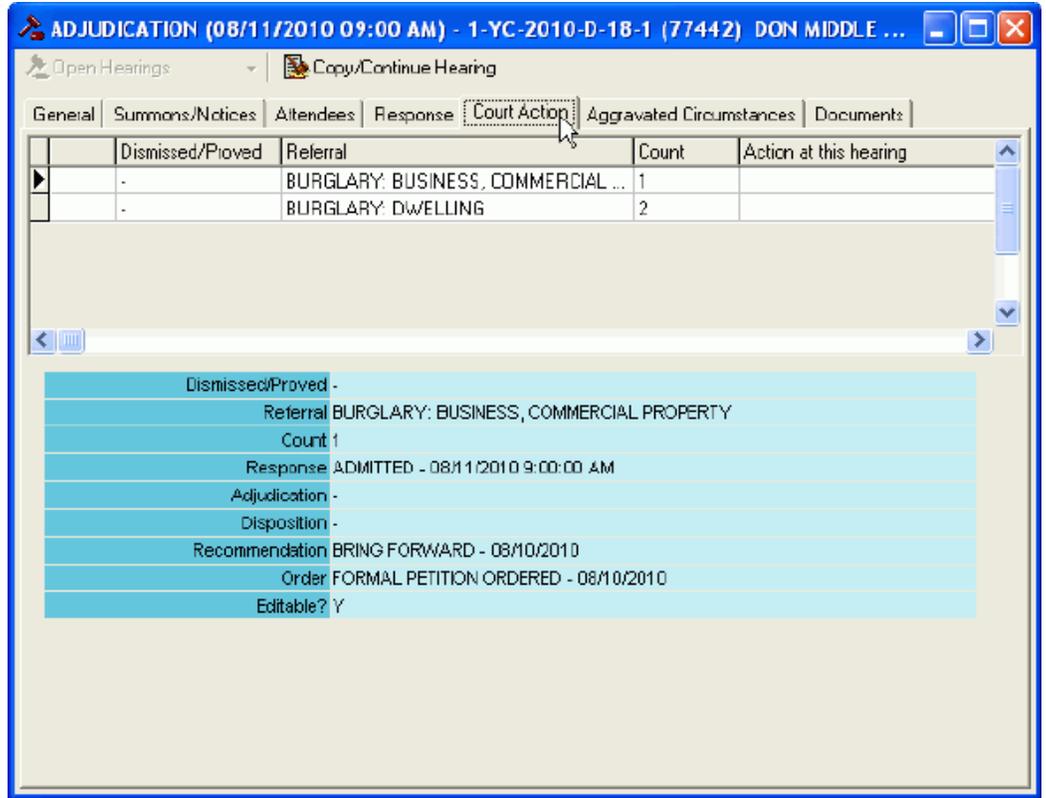


Click OK.

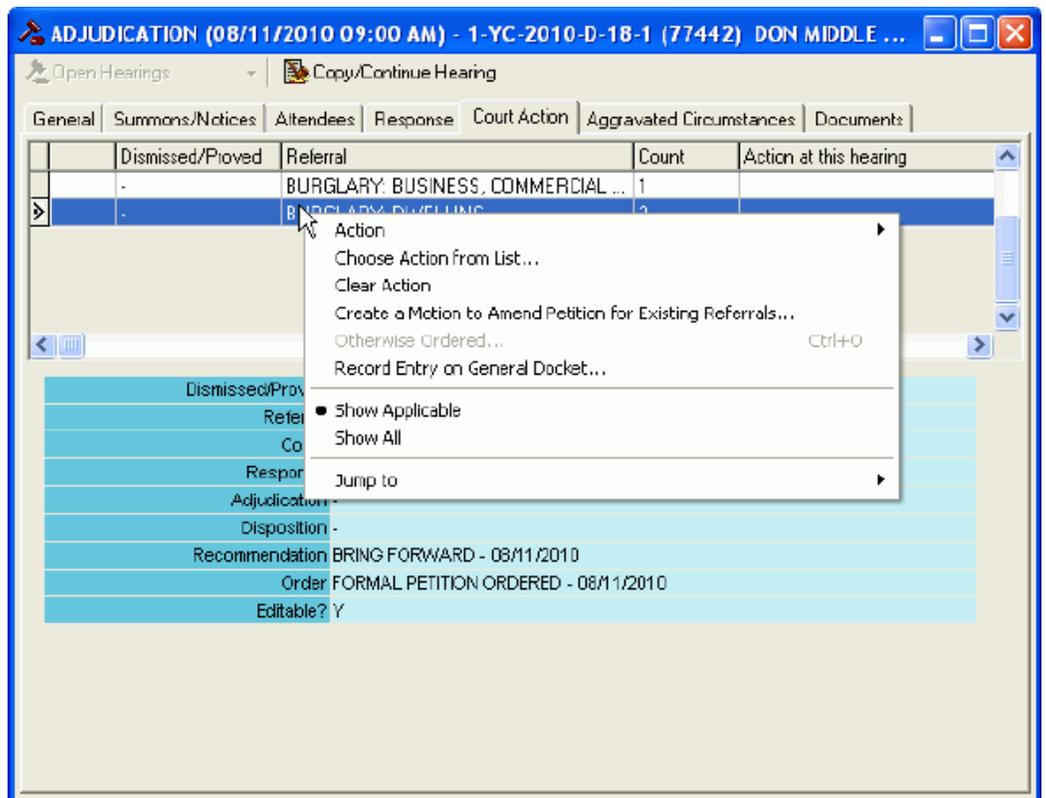
▶ Continuance

▶ *Court Action*

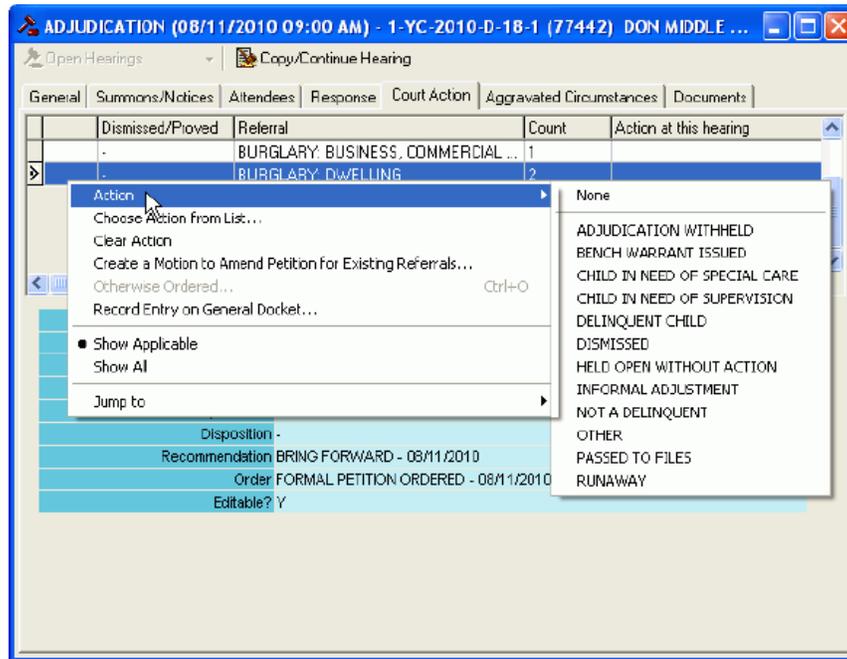
From the hearing editor, click on the Court actions tab.



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.

► *Step 1 - Expand the case.*

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



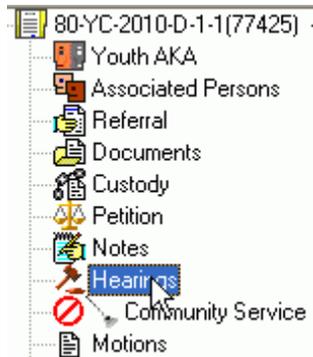
The expanded case will look like the image below.



 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.*

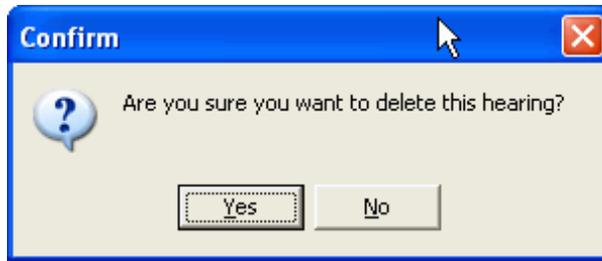
ACTIONS

- [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.

► *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.

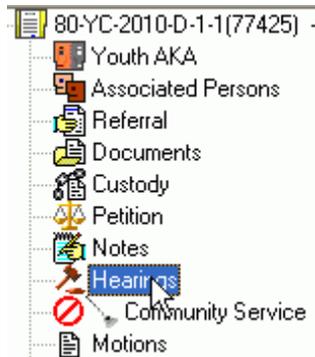




The case can also be collapsed / expanded by double-clicking the case.



► *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

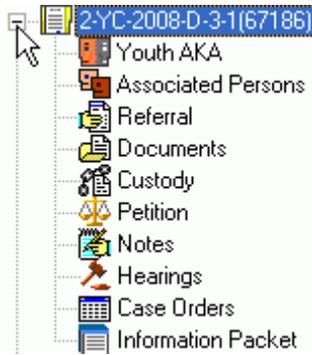
Type your drop-down text here.

- ▶ *Step 1 - Expand the case.*

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

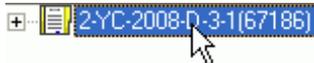


The expanded case will look like the image below.

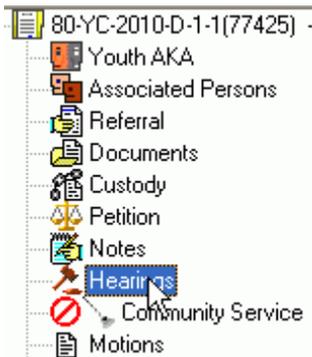




The case can also be collapsed / expanded by double-clicking the case.



▶ *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.

► *Step 1 - Expand the case.*

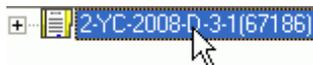
Click on the  next to the case number in the Case Navigation Panel.



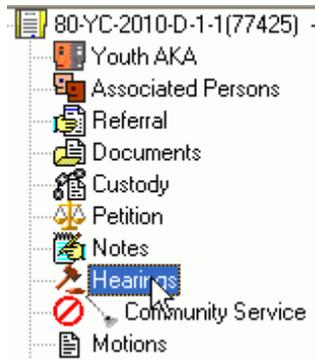
The expanded case will look like the image below.



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.

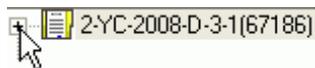
[Generate](#) Valid Court Order Acknowledgement.

11.7 - Generate a Valid Court Order Acknowledgement

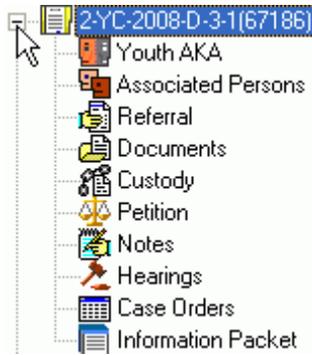
Type your drop-down text here.

▶ *Step 1 - Expand the case.*

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

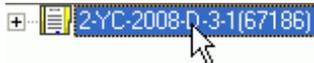


The expanded case will look like the image below.

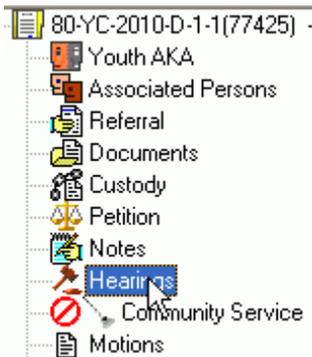




The case can also be collapsed / expanded by double-clicking the case.



▶ *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

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.



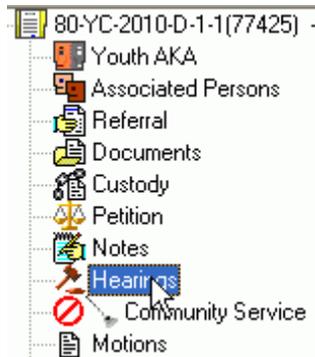
The expanded case will look like the image below.



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.

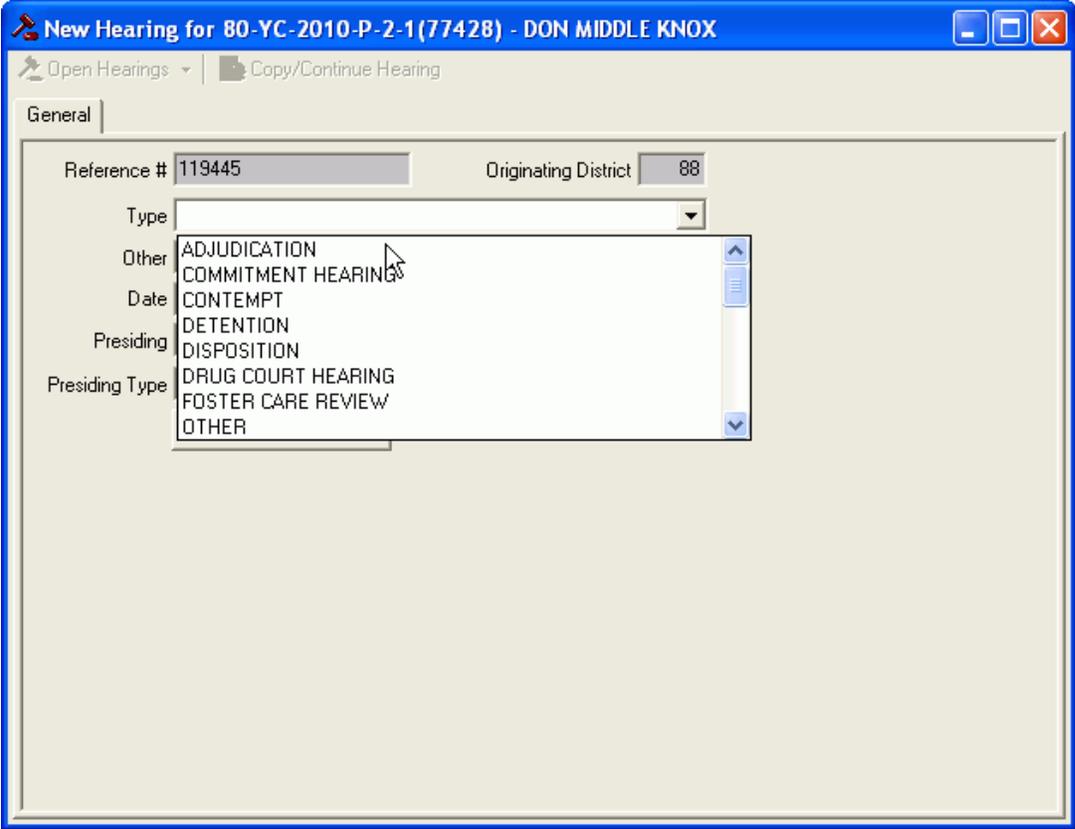
If hearings have been added, click Add from the actions list.

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.



► *Step 5 - Edit date and time.*

The screenshot shows a software window with a blue title bar. The title bar text is "New Hearing for 80-YC-2010-P-2-1(77428) - DON MIDDLE KNOX". Below the title bar, there are two menu items: "Open Hearings" and "Copy/Continue Hearing". The main content area is titled "General" and contains the following fields:

- Reference #: 119446
- 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: (empty dropdown menu)

There is a checkbox labeled "Adjudication (FEH)" which is currently unchecked. At the bottom of the form area, there is a button labeled "Save and Proceed". A mouse cursor is visible in the center of the window.

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

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

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

Open Hearings | Copy/Continue Hearing

General

Reference # 119447 Originating District 88

Type ADJUDICATION Adjudication (FEH)

Other

Date 07/09/2010 09:00 AM

Presiding

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 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.

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

Open Hearings | Copy/Continue Hearing

General

Reference # 119447 Originating District 88

Type ADJUDICATION Adjudication (FEH)

Other

Date 07/09/2010 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.

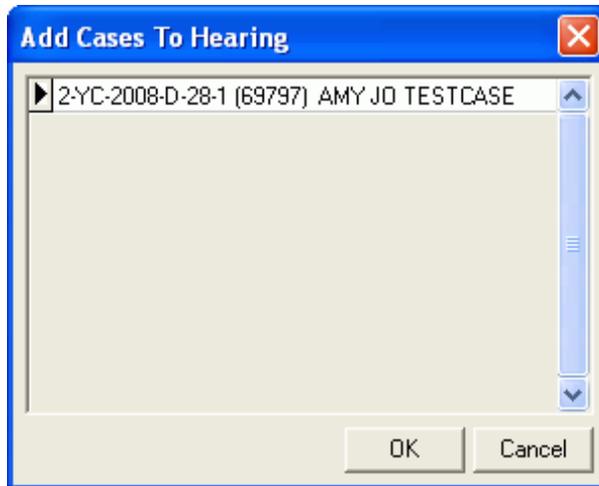
Cases addressed by this hearing

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.

► *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.

ADJUDICATION (07/15/2010 09:00 AM) - 80-YC-2010-P-2-1 (77428) DON MIDDLE ...

Open Hearings Copy/Continue Hearing

General Summons/Notices Attendees Response Court Action Aggravated Circumstances Documents

Dismissed/Proved	Referral	Count	Action at this hearing
-	ABUSED CHILD	1	
-	EMOTIONAL ABUSE	0	

Referral Response

- None
- DISPUTED
- NOT DISPUTED

Choose a Referral Response from List...
 Clear Referral Response
 Create a Motion to Amend Petition for Existing Referrals...
 Otherwise Ordered... Ctrl+O
 Record Entry on General Docket...

Show Applicable
 Show All

Jump to

- Adjudication -
- Disposition -
- Recommendation BRING FORWARD - 07/15/2010
- Order FORMAL PETITION ORDERED - 07/15/2010
- Editable? Y

12-0 Summons

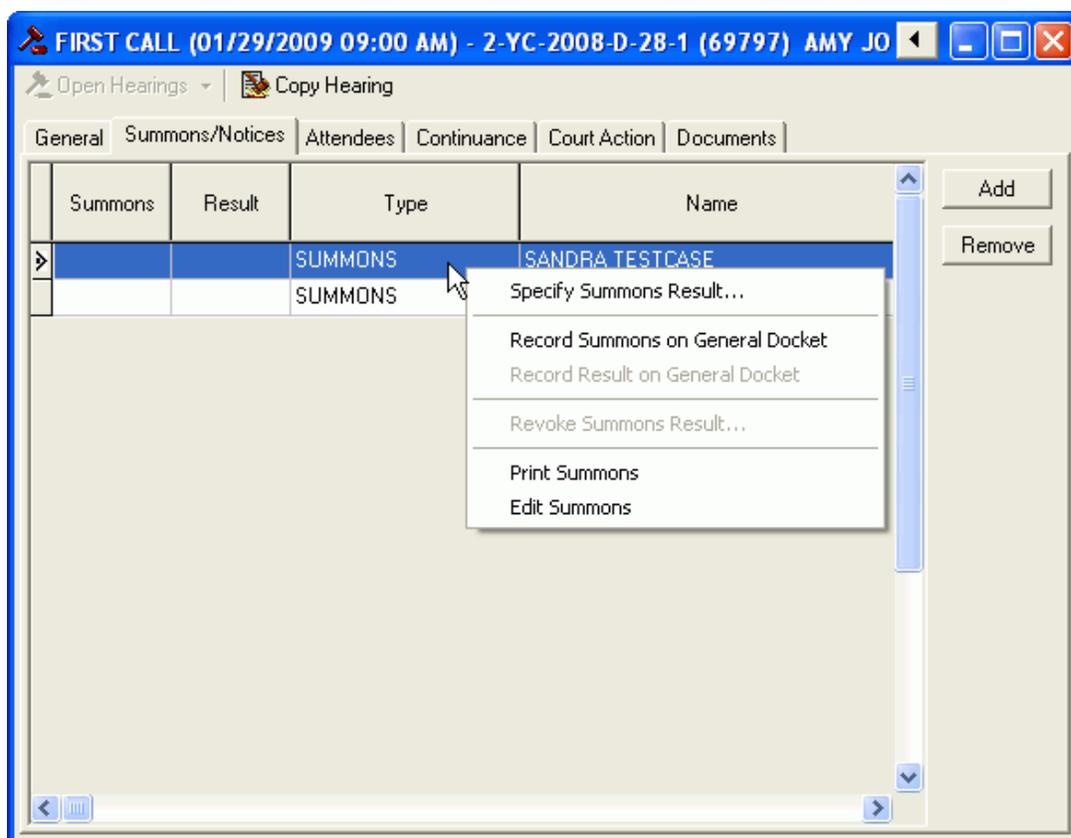
This section shows step by step how to add and remove persons to summons. It also address how to generate summons, print summons, and enter summons results.

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

12.2 - Generate and Print Summons

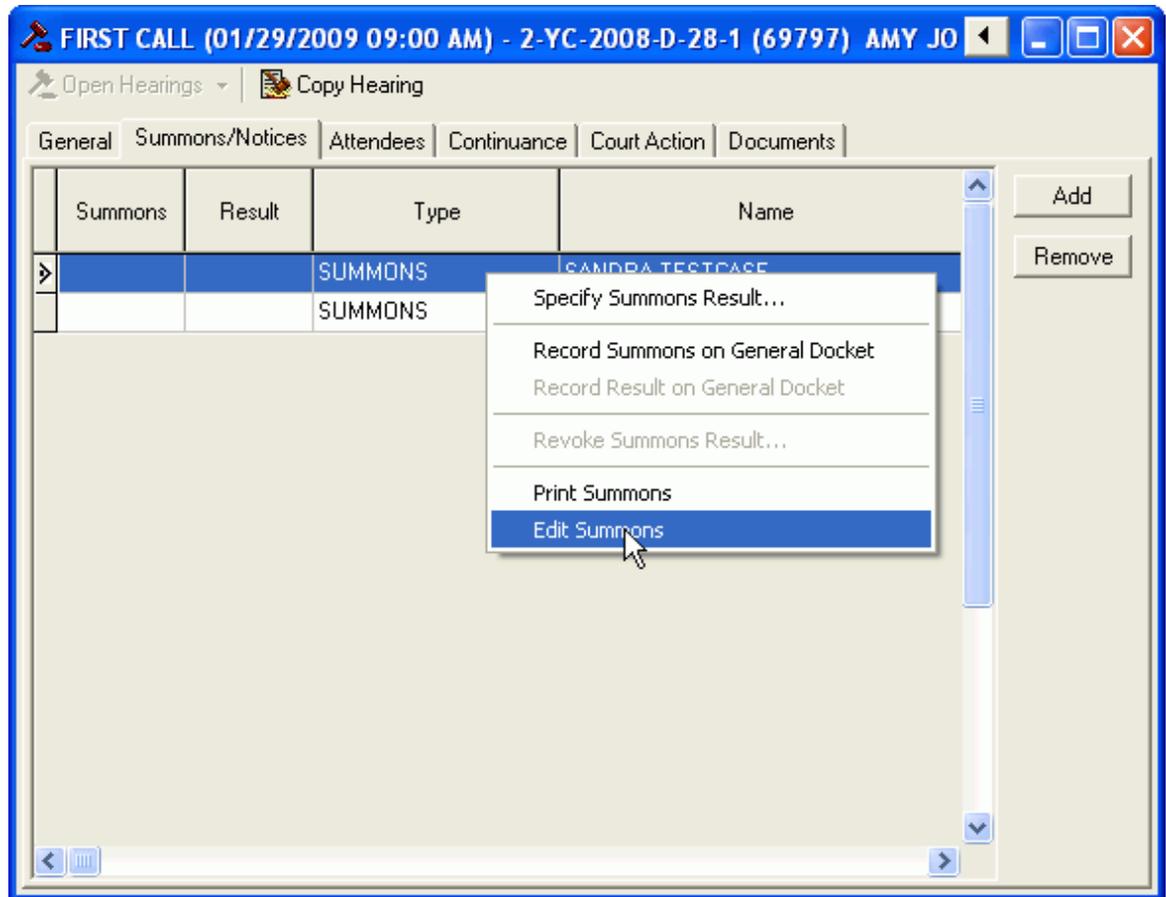
- ▶ Step 1 - Add persons to Summons (**See Section 12.1 - Add persons to Summons**)
- ▶ *Step 2 - Right-click on the appropriate from the summons list.*

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

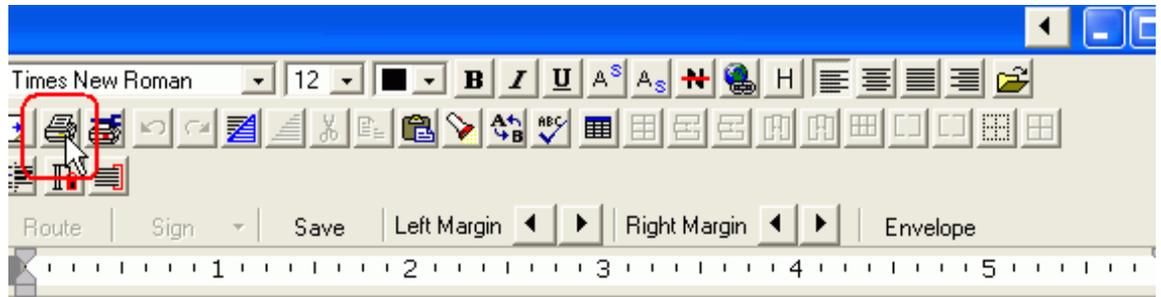


► *Step 3 - Choose Edit to open the summons to view/edit or choose print to print without viewing.*

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



2. The generated summons will open. Click Print.



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,

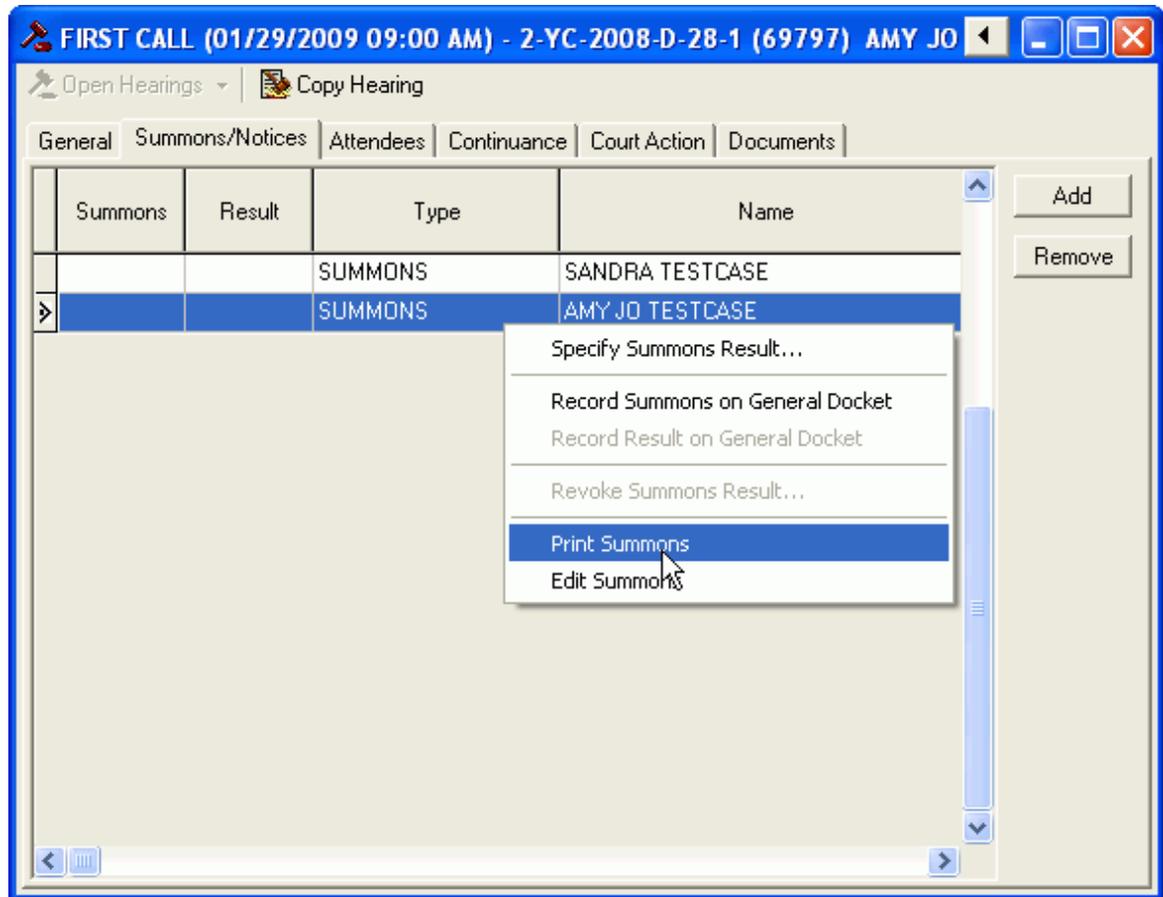
GREETINGS:

You are hereby comm anded to summons to the Youth Court of ALCORN County:

[Redacted area]

OR

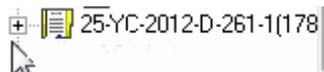
1. Choose Print Summons to print without viewing.



12.3 - Remove Persons to Summons

► *Step 1 - Expand the case.*

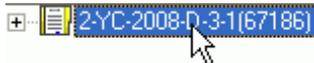
Click on the  next to the case number in the Case Navigation Panel.



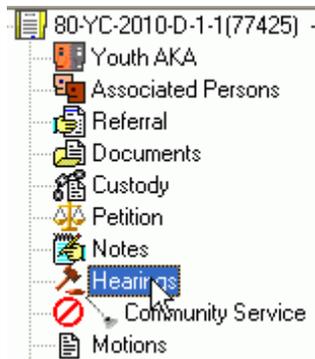
The expanded case will look like the image below.



 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.
[Reassign](#) this hearing and all associated items to the General Register.

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

FIRST CALL (01/29/2009 09:00 AM) - 2-YC-2008-D-28-1 (69797) AMY JO

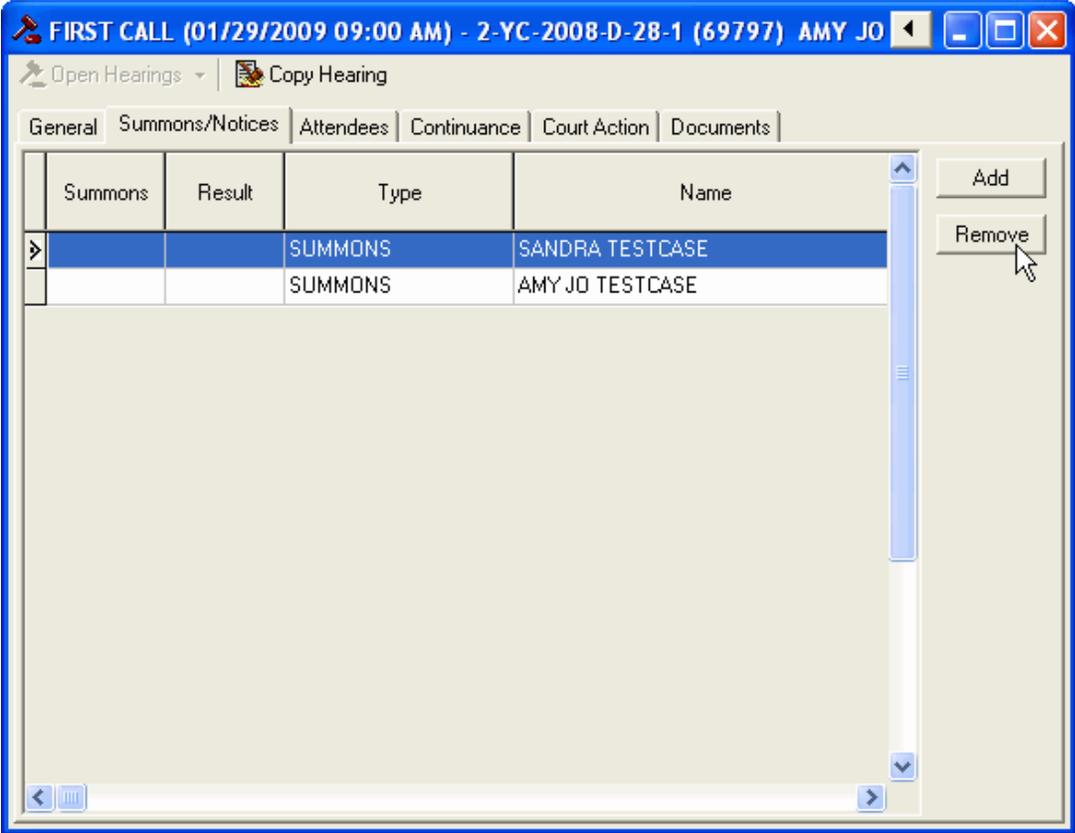
Open Hearings | Copy Hearing

General | **Summons/Notices** | Attendees | Continuance | Court Action | Documents

Summons	Result	Type	Name
		SUMMONS	SANDRA TESTCASE
		SUMMONS	AMY JO TESTCASE

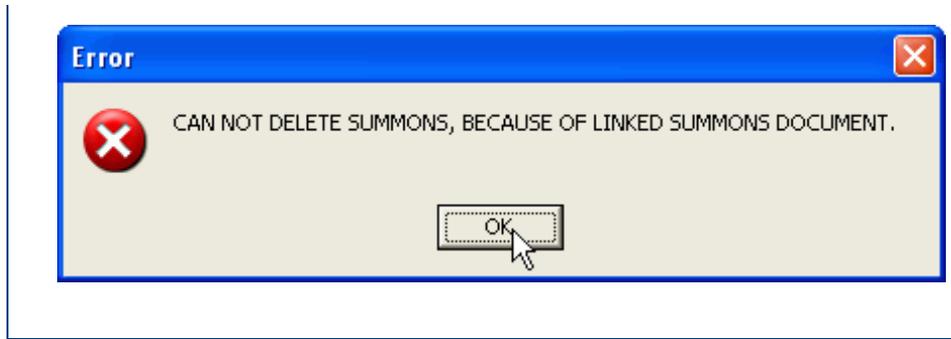
Add
Remove

► *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:

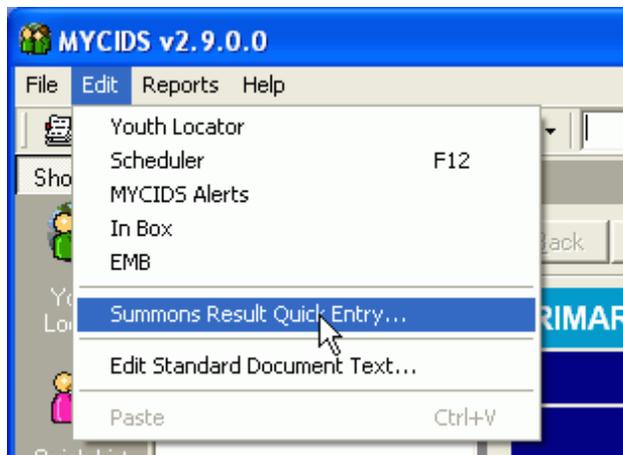


In order to remove the person from the summons list, the summons document that is linked to that person would have to be removed from documents node.

- See Section 7.9 - Showing Summons Documents
- See Section 7.4 - Removing Documents

12.4 - Entering Summons Results

- ▶ *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,

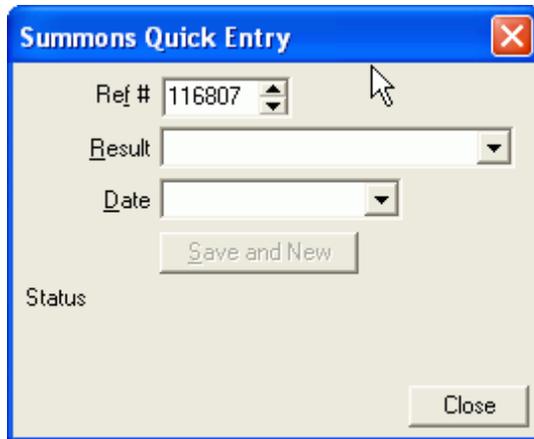
GREETINGS:
You are hereby commanded to summons to the Youth Court of ALCORN County:
**SANDRA TEST CASE
123 MAIN STREET
CANTON, MISSISSIPPI 39046**

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.

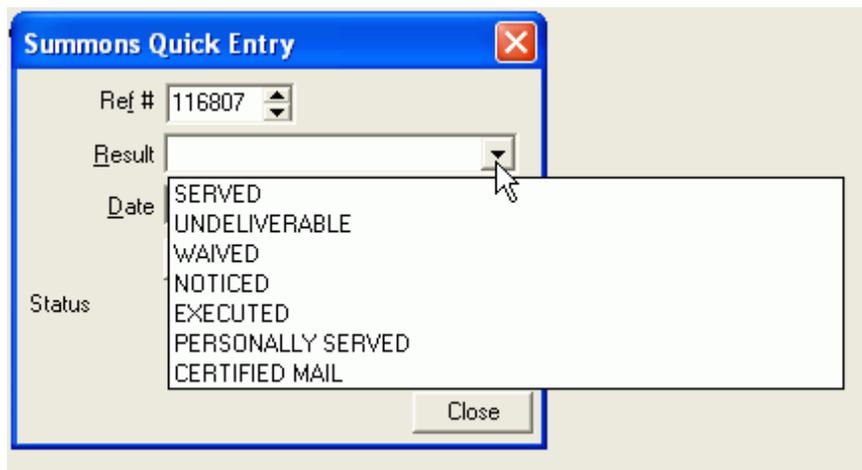
GIVEN under hand and seal of court, at ALCORN County, Mississippi, on January 29,
2009.



The image shows a dialog box titled "Summons Quick Entry" with a blue header and a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Ref #**: A text box containing the value "116807" with a small up/down arrow on the right.
- Result**: A dropdown menu with a downward arrow on the right.
- Date**: A dropdown menu with a downward arrow on the right.
- Buttons**: A "Save and New" button is located below the Date field, and a "Close" button is in the bottom right corner.
- Status**: A label is positioned to the left of the "Save and New" button.

- ▶ *Step 3 - Choose the result from the drop down menu.*

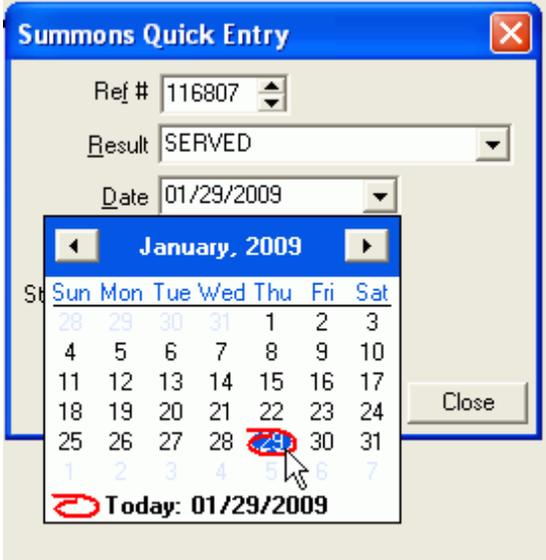


The image shows the same "Summons Quick Entry" dialog box, but the "Result" dropdown menu is open, displaying a list of options. The "Date" dropdown menu is also open, showing a calendar view. The "Result" dropdown menu lists the following options:

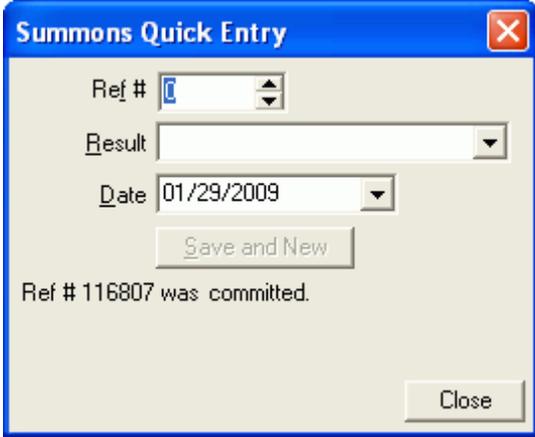
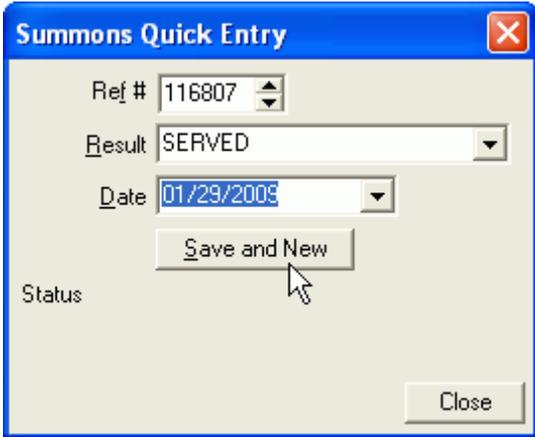
- SERVED
- UNDELIVERABLE
- WAIVED
- NOTICED
- EXECUTED
- PERSONALLY SERVED
- CERTIFIED MAIL

The "Close" button is visible in the bottom right corner of the dialog box.

- ▶ *Step 4 - Choose the date from the calendar drop down menu.*



► *Step 5 - Click the Save and New button.*



Summons Quick Entry

Ref # 116807

Result SERVED

Date 01/29/2009

January, 2009

Sun	Mon	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

Close

- ▶ **Step 6 - Repeat steps 1 - 5 for the next summons document.**

13-0 Continuance

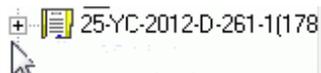
This section shows step by step how to create, delete, and edit a continuance.

- ▶ [13.1 - Create a Continuance](#)
- ▶ [13.2 - Delete a Continuance](#)
- ▶ [13.3 - Edit the Continuance](#)

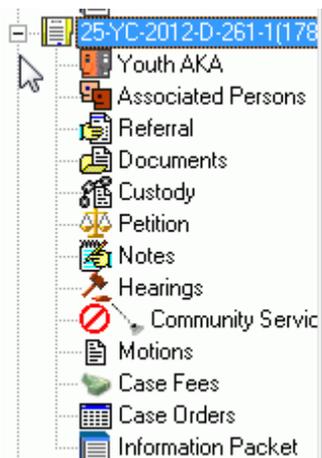
13.1 - Create a Continuance

- ▶ *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.*

ADJUDICATION (07/09/2010 09:00 AM) - 80-YC-2010-P-2-1 (77428) DON MIDDLE ...

Open Hearings | Copy/Continue Hearing

General | Summons/Notices | Attendees | Response | Court Action | Aggravated Circumstances | Documents

Reference # 119448 Originating District 88

Type ADJUDICATION Adjudication (FEH)

Other

Date 07/09/2010 09:00 AM

Presiding TESTER A JUDGE

Presiding Type REFEREE

Cases addressed by this hearing

80-YC-2010-P-2-1 (77428) DON MIDDLE KNOX	Add
	Remove

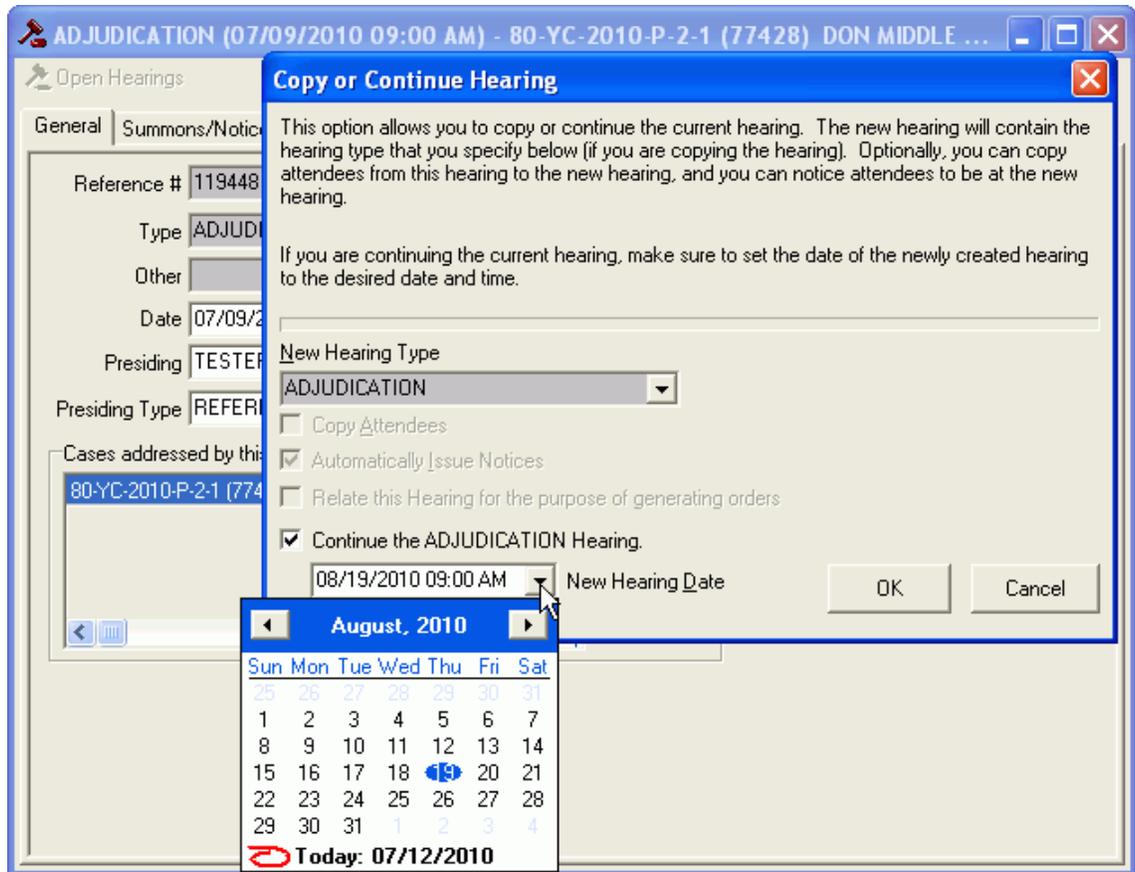
- ▶ *Step 6 - Check the box to continue the hearing.*

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.

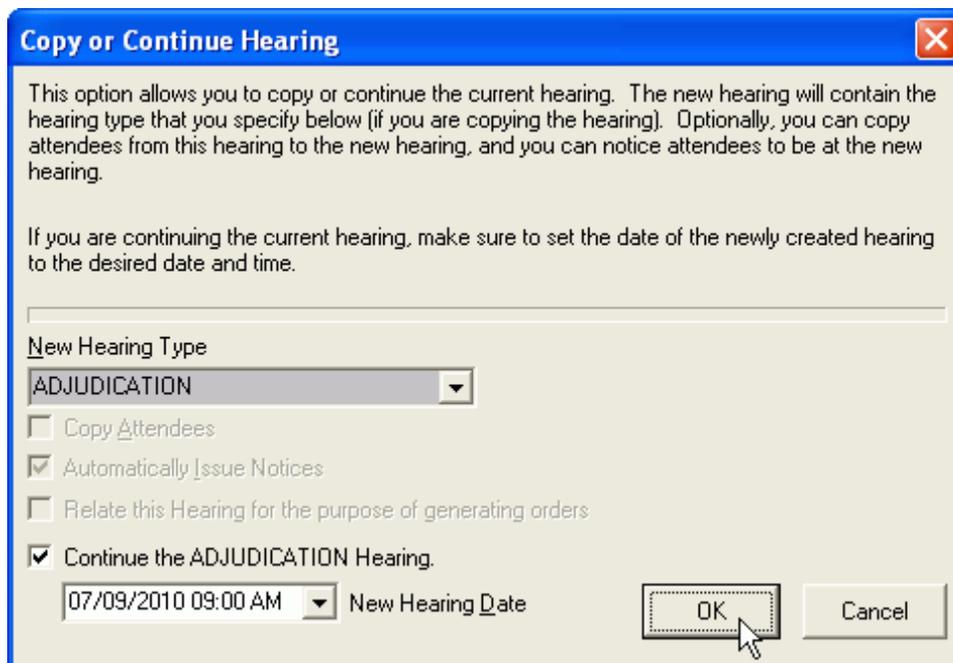


► *Step 7 - Choose the New Hearing Date.*

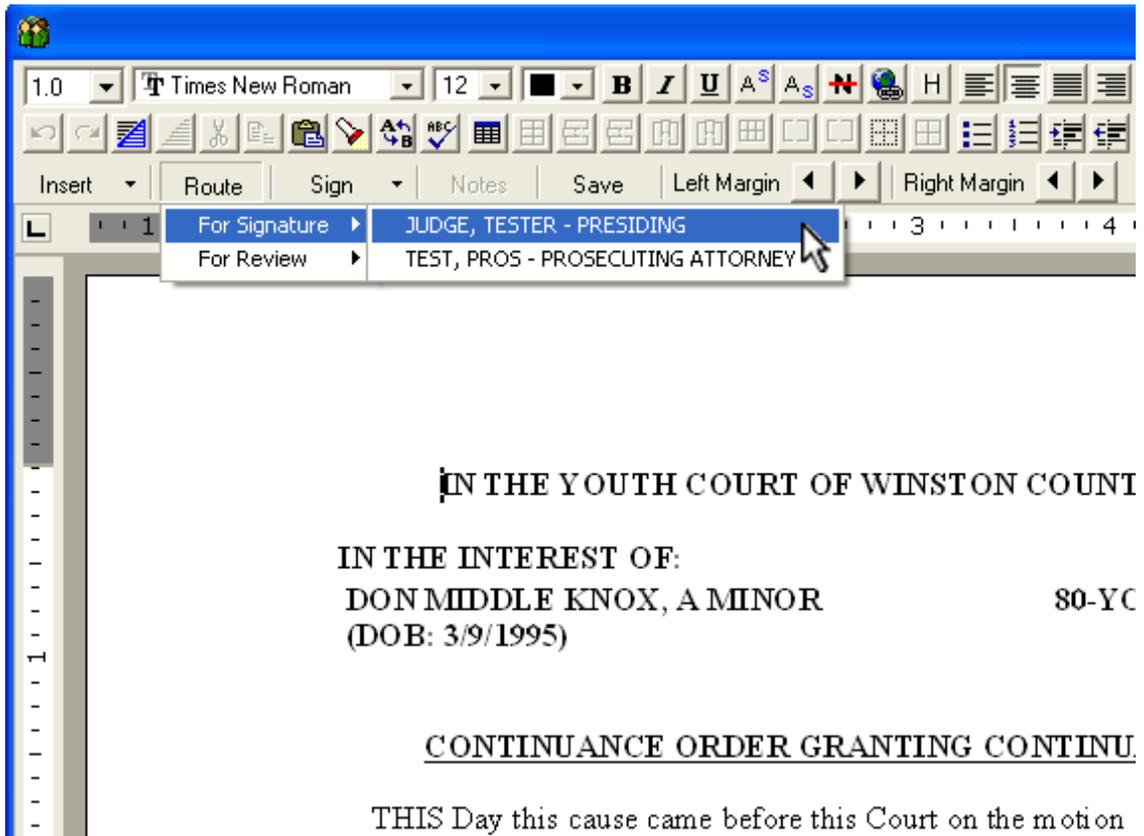
Choose the New Hearing Date from the calendar drop down menu.



- *Step 8 - Click OK to generate the Continuance Order.*



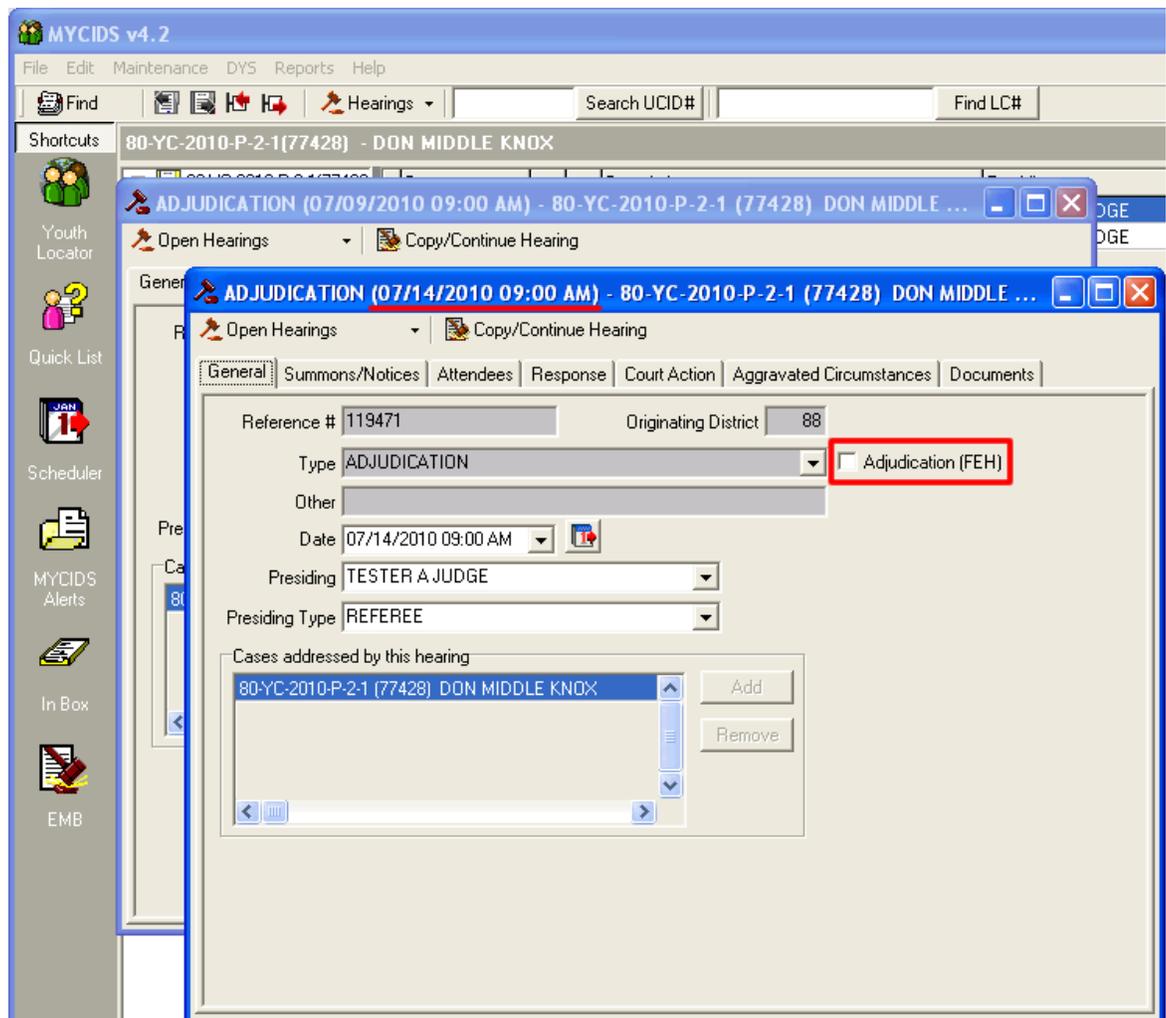
▶ *Step 9 - Route the Continuance Order to the Judge for signature.*



▶ *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).

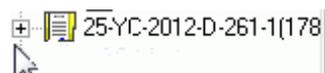


13.2 - Delete a Continuance

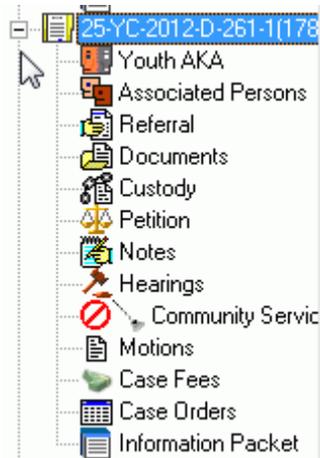
► *Delete a Continuance Order*

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.

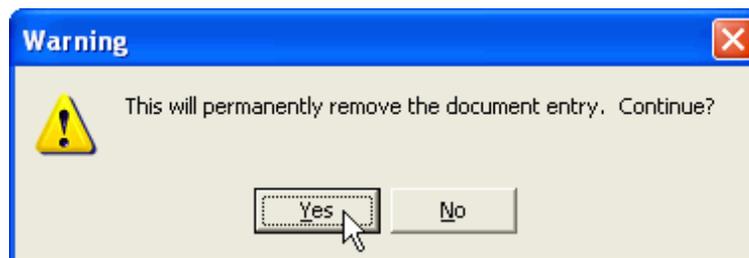
	Date	Description
	07/07/2010 13:42	INTAKE ORDER
	07/07/2010 14:17	CUSTODY CHANGE ORDER
	07/07/2010 14:24	PETITION DOCUMENT
▶	07/13/2010 11:40	CONTINUANCE GRANT ORDER

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.
[Reopen](#) 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.



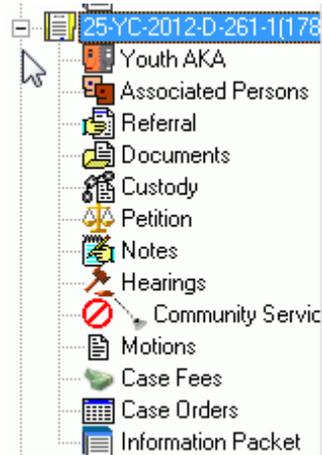
▶ *Delete a Continuance Hearing*

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.

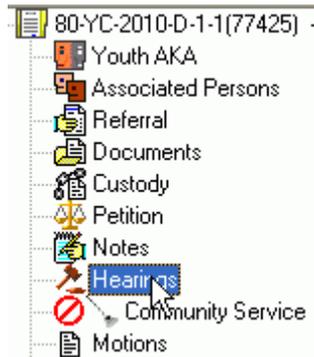




The case can also be collapsed / expanded by double-clicking the case.



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

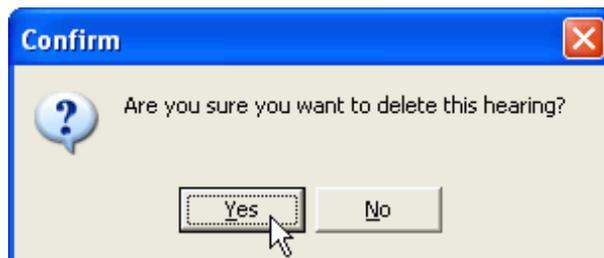
Step 4 - From list of actions, click on Delete this hearing.

Date		Description	Presiding
07/15/2010	←	ADJUDICATION	TESTER A JU
07/09/2010	→	ADJUDICATION	TESTER A JU

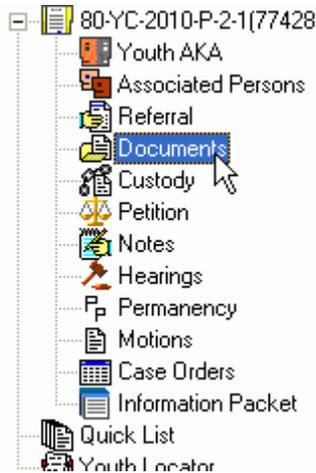
Show Hearing Details

ACTIONS
[Add](#) a new hearing to this case.
[Edit](#) this hearing.
[Delete](#) this hearing.
[Remove](#) 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.
[Reclaim](#) 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.

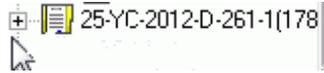


Note !

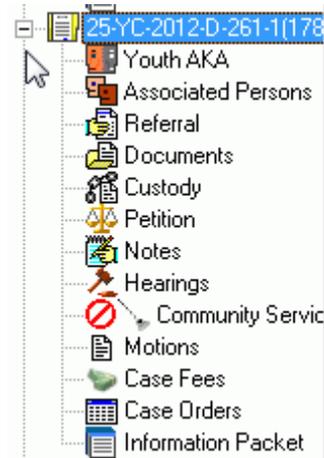
Documents that have been electronically signed cannot be changed.

▶ Step 1 - Expand the case.

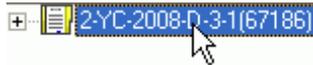
Click on the  next to the case number in the Case Navigation Panel.



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.

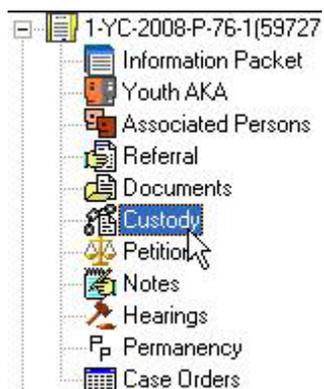
This module of the MYCIDS case management system provides the youth courts with an automated permanency process. Youth Courts must use MYCIDS in order to obtain the benefits of the automated permanency process.

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.

No custody records exist.

ACTIONS

[Add](#) a custody record.

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

After clicking the Add a custody record link, the custody edit window below will appear.

The screenshot shows a 'Custody Edit' dialog box. The 'Date' field is set to '07/20/2008 01:00 PM'. The 'Type' dropdown is set to 'PHYSICAL AND LEGAL'. The 'From' dropdown is set to 'SANDRA TESTCASE - MOTHEF' and the 'To' dropdown is set to 'DEPARTMENT OF HUMAN SEF'. A checkbox labeled 'Reasonable Effort Made' is checked. Below these fields is a large empty text area labeled 'Restrictions'. At the bottom right are 'OK' and 'Cancel' buttons.

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.

Permanency Plan Editor

Properties

Start Date: 07/20/2008

Adoption Date:

est. Achievement Date: 07/20/2009

End Date:

Plan Type: PERMANENCY

Plan Name: REUNIFICATION WITH A PARENT OR PRIMARY CARETA

Save and Proceed

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.

Permanency Plan Editor

Properties

Start Date: 07/20/2008

Adoption Date: 07/20/2008

est. Achievement Date: 07/20/2009

End Date:

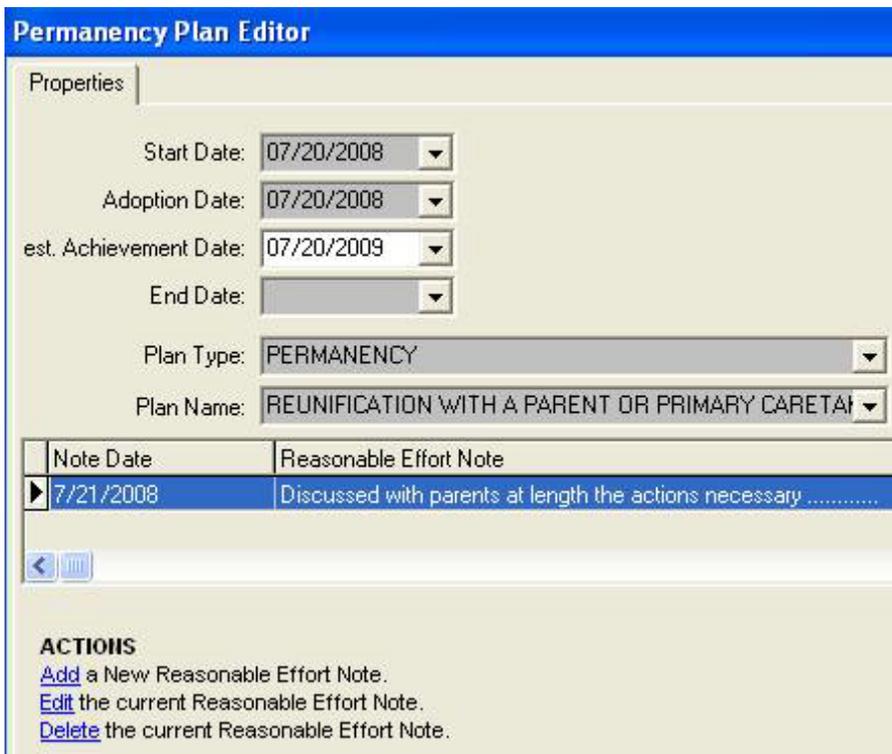
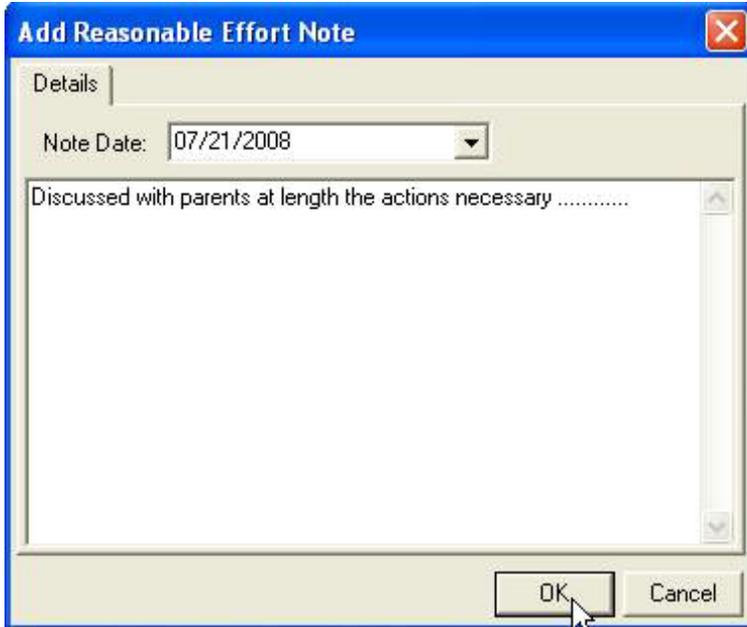
Plan Type: PERMANENCY

Plan Name: REUNIFICATION WITH A PARENT OR PRIMARY CARETA

No Reasonable Effort Notes have been added to this plan.

ACTIONS

[Add](#) a New Reasonable Effort Note.



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 AND LEGAL	SANDRA TESTCASE - MOTHER - BIOLOGICAL PPC	DEPARTMENT OF HUMAN SERVICES DHS - DHS

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.

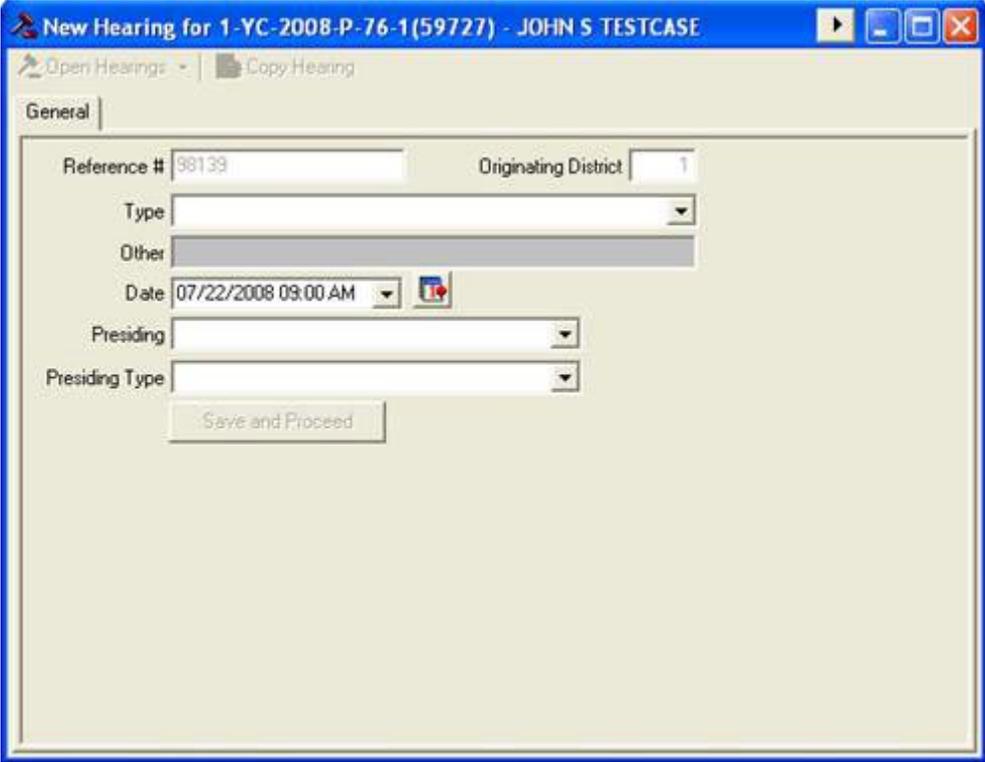
[View](#) Permanency Plans attached to the Custody record.

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.



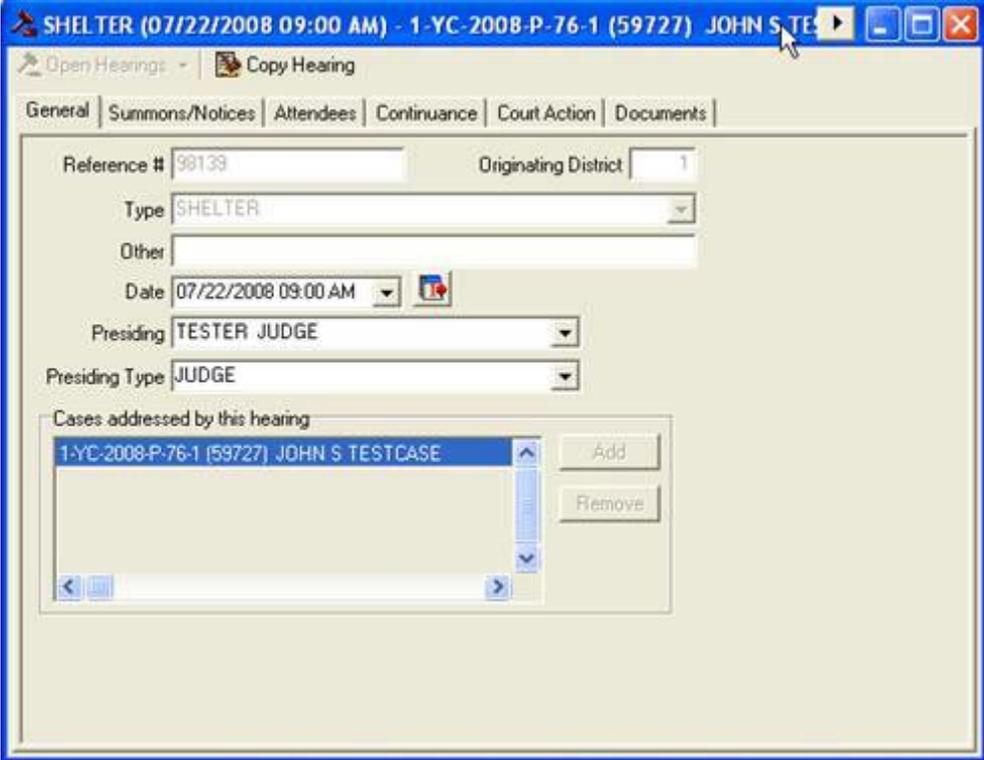
2. Choose Shelter Hearing from the "Type", the date of the Shelter Hearing, the presiding Judge, and the presiding type from the drop down menus.

The screenshot shows a software window with the following fields and values:

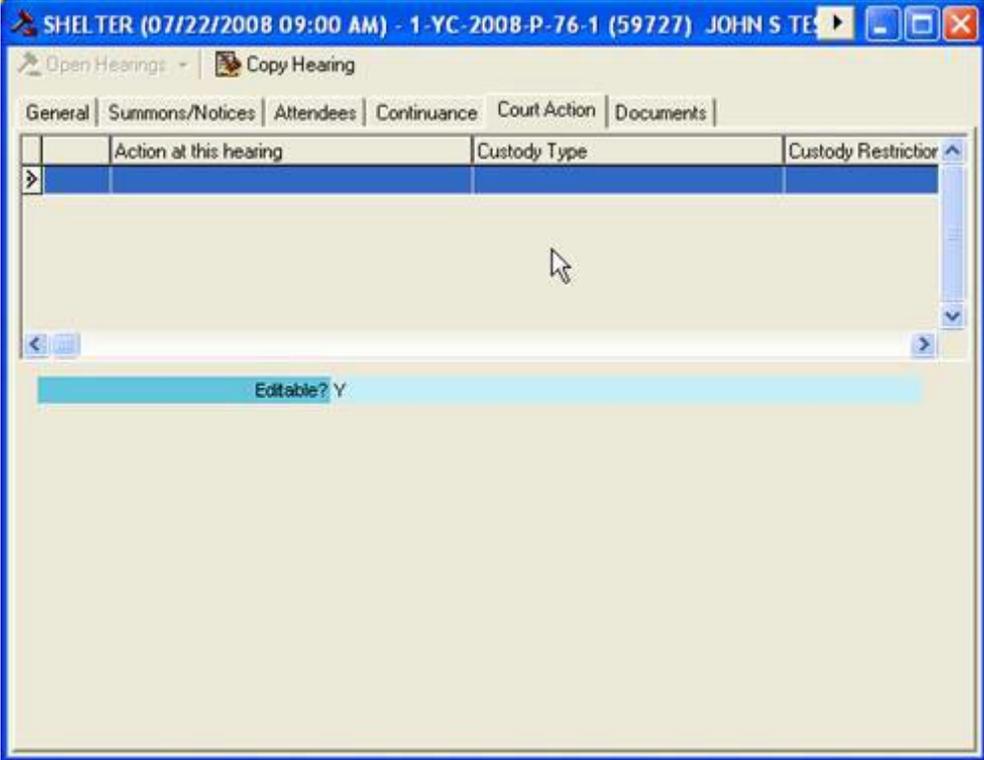
Field	Value
Reference #	98139
Originating District	1
Type	SHELTER
Other	
Date	07/22/2008 09:00 AM
Presiding	TESTER JUDGE
Presiding Type	JUDGE

A "Save and Proceed" button is located at the bottom of the form, with a mouse cursor hovering over it.

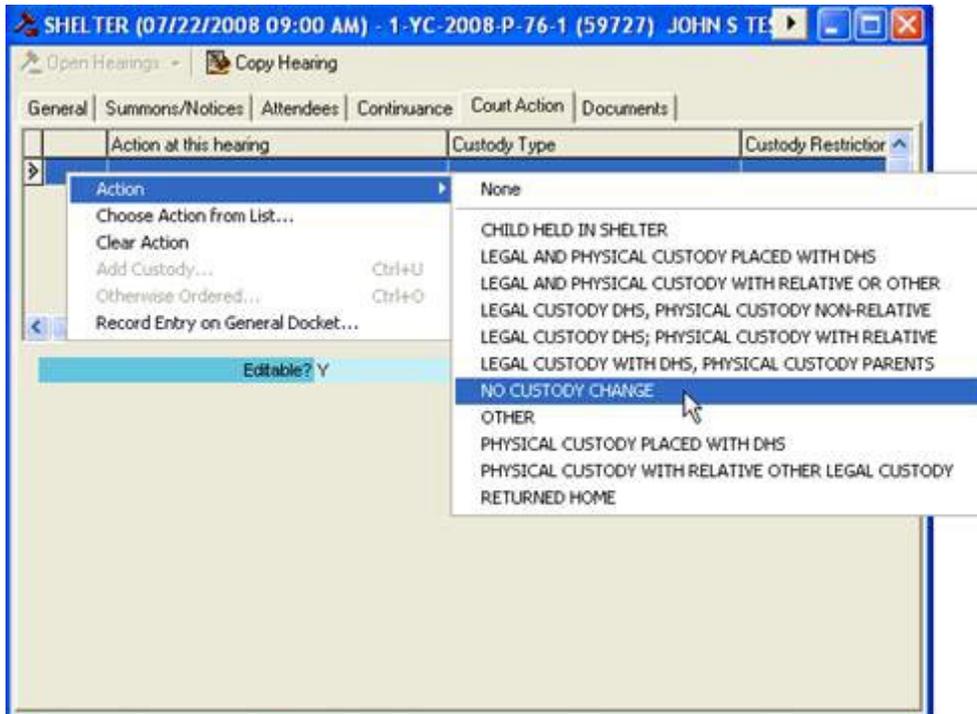
3. Then, click on save and proceed. This will add the shelter hearing for the requested date.



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

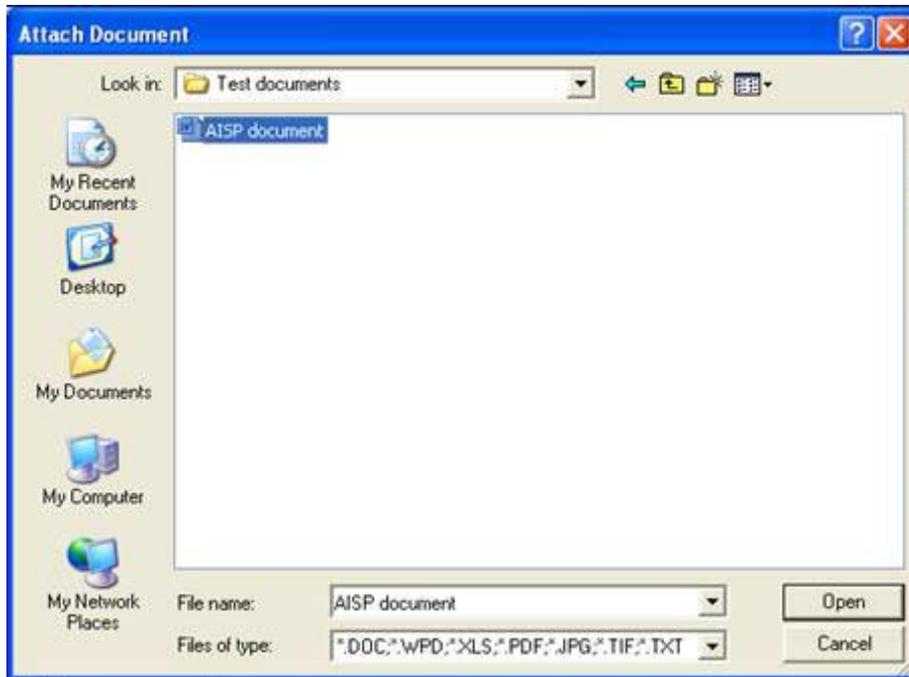
Service Plans and Reports

No Service Plans have been added to this case.

ACTIONS
[Attach](#) a new Service Plan.
[Scan](#) in a new Service Plan.

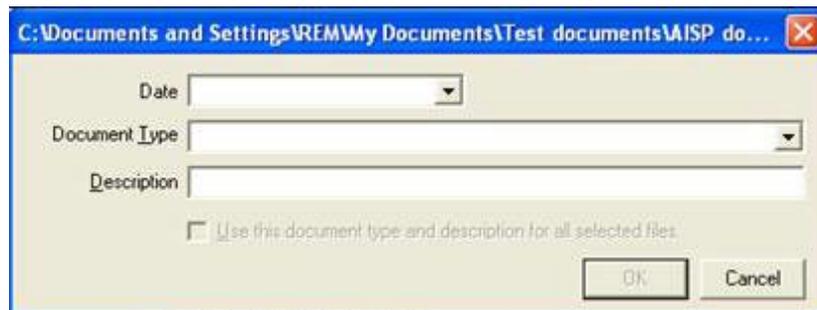
[Attach](#) a new Service Plan allows the user to insert a plan from an electronic document to the Permanency Plan.

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

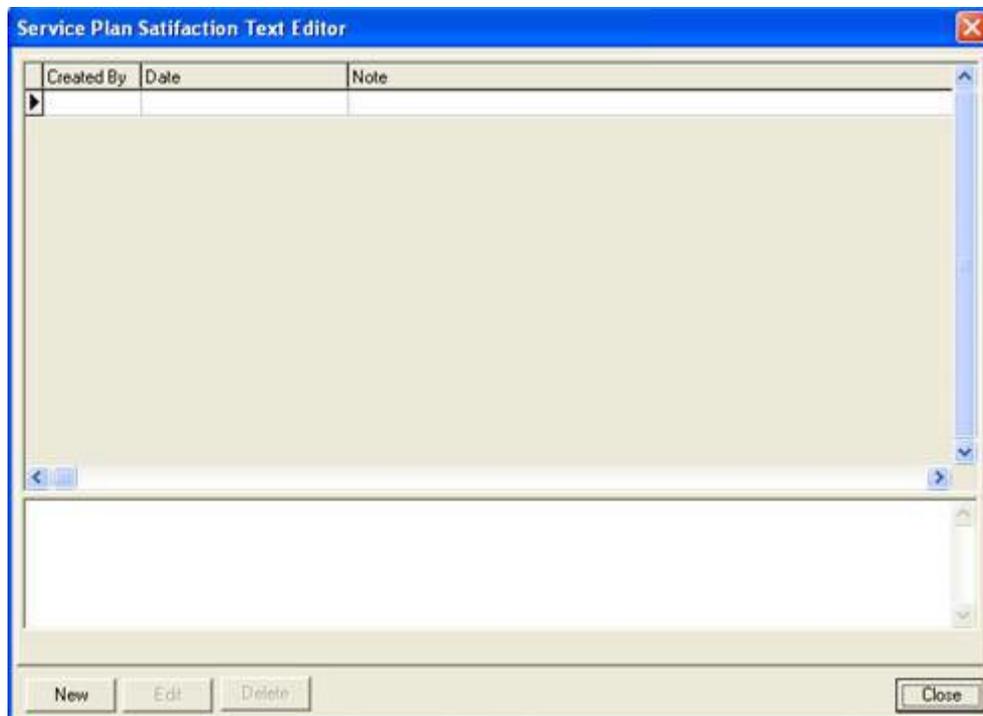
Satisfaction Text is a note area attached to the Service plan. In this area the user can input actions that need to be completed to bring the Service plan into compliance with the Court order.

Service Plans and Reports

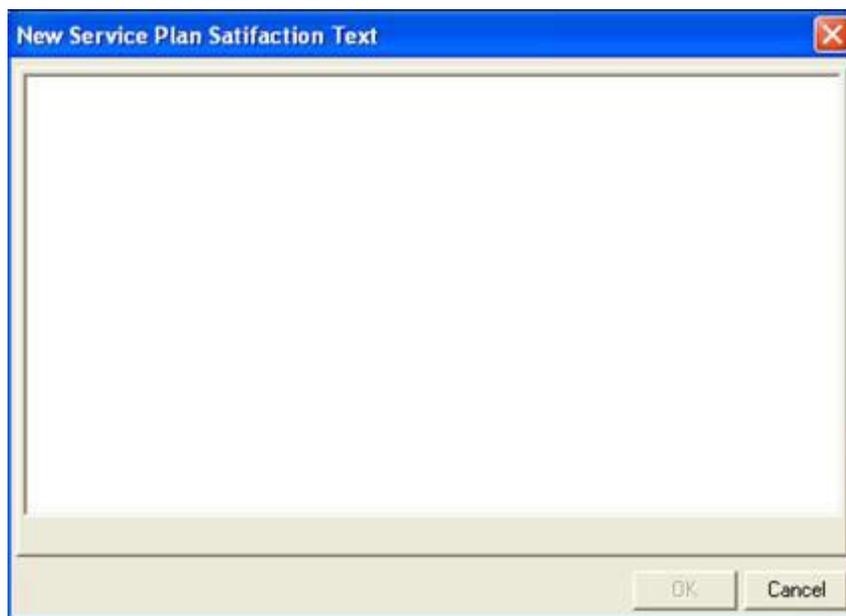
Document Date	Service Plan Type	Completely Satisfactory	Has Hearing Actions	Satisfaction Text
12/11/2007	AISP			Edit

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

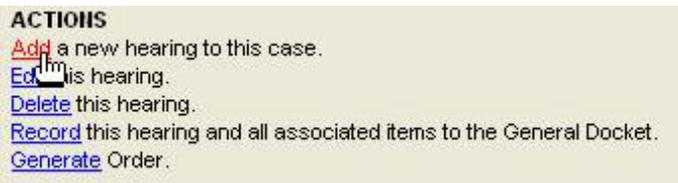
Permanency hearings must be scheduled to 1) determine if an existing permanency and concurrent plans are working or to establish (adopt) the first permanency and concurrent plans, and 2) to review and take action against any service plans or report documents that help to establish the permanency and 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 the following fields and options:

- Reference #: 98139
- Originating District: 1
- Type: [dropdown menu]
- Other: [text input field]
- Date: 07/22/2008 09:00 AM [dropdown menu]
- Presiding: [dropdown menu]
- Presiding Type: [dropdown menu]
- Save and Proceed: [button]

Choose Permanency Hearing from the "Type", the date of the Permanency Hearing, the presiding Judge, and the presiding type from the drop down menus.

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 a "General" tab with the following fields:

- Reference #: 98156
- Originating District: 1
- Type: PERMANENCY
- Other: (empty field)
- Date: 07/22/2008 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.

Then, click on save and proceed. This will add the Permanency hearing for the requested date.

PERMANENCY (07/22/2008 09:00 AM) - 1-YC-2008-P-76-1 (59727) JOHN

Open Hearings | Copy Hearing

General | Summons/Notices | Attendees | Continuance | Court Action | Documents

Reference # 58156 Originating District 1

Type PERMANENCY

Other

Date 07/22/2008 09:00 AM

Presiding TESTER JUDGE

Presiding Type JUDGE

Cases addressed by this hearing

- 1-YC-2008-P-76-1 (59727) JOHN S TESTCASE

Then, to address what happened at the Permanency hearing, click the court action tab.

PERMANENCY (07/22/2008 09:00 AM) - 1-YC-2008-P-76-1 (59727) JOHN

Open Hearings | Copy Hearing

General | Summons/Notices | Attendees | Continuance | Court Action | Documents

Type	Description	Action at this hearing
PERMANENCY	REUNIFICATION WITH A PARENT OR P...	
CONCURRENT	CUSTODY WITH A RELATIVE	

Type PERMANENCY

Description REUNIFICATION WITH A PARENT OR PRIMARY CARETAKER

Start Date 07/20/2008

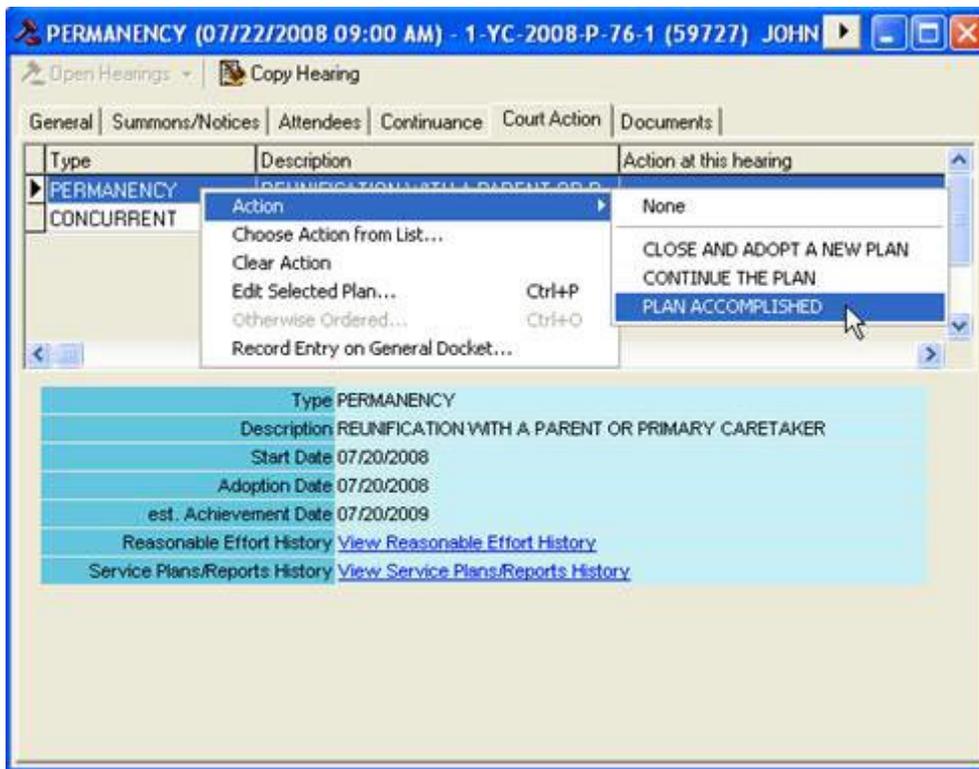
Adoption Date 07/20/2008

est. Achievement Date 07/20/2009

Reasonable Effort History [View Reasonable Effort History](#)

Service Plans/Reports History [View Service Plans/Reports History](#)

Right click on the plan you wish to address, which will bring up a submenu allowing you to choose a court action. Choose the desired court action for that plan.



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.

15-0 Case Orders

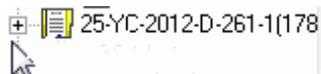
This section shows step by step how to generate case orders.

▶ [15.1 - Generate Case Order](#)

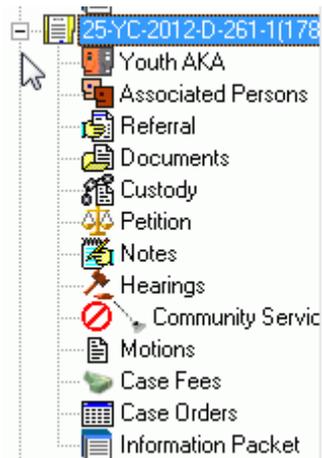
15.1 - Generate Case Order

▶ *Step 1 - Expand the case.*

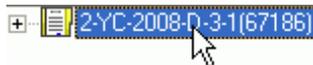
Click on the  next to the case number in the Case Navigation Panel.



The expanded case will look like the image below.



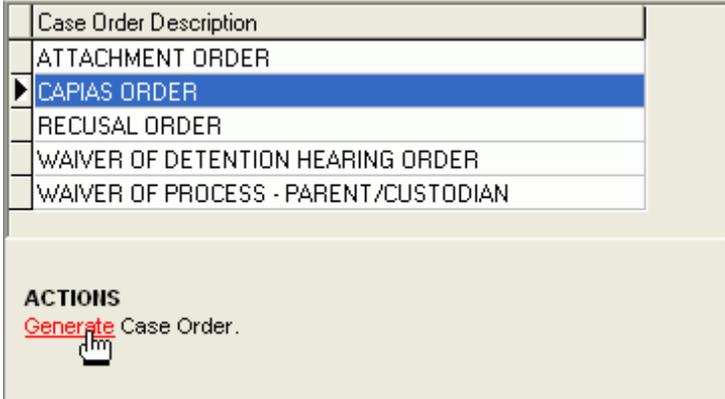
The case can also be collapsed / expanded by double-clicking the case.



▶ *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.*

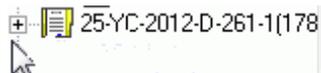


16-0 Information Packet

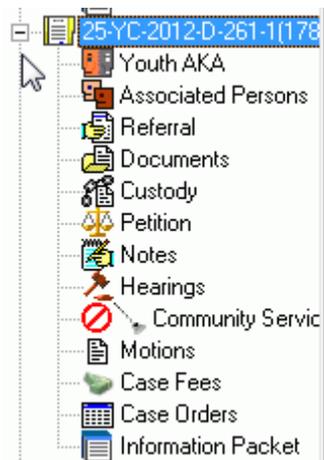
MYCIDS can prepare a comprehensive case packet for most information stored in a case. Follow these steps to create a case packet.

► *Step 1 - Expand the case.*

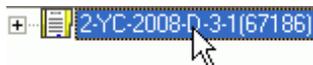
Click on the + next to the case number in the Case Navigation Panel.



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 application window titled "Information Packet". At the top, there are three buttons: "Back", "Next", and "Print". Below the buttons, there is a paragraph of text: "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." Below this text is a list of items, each with a checkbox and a label. The items are: General Docket (checkbox), Case Information (checkbox), Youth AKA (checkbox checked), Associated Persons (checkbox checked), Referral Detail (checkbox), Document Summary (checkbox checked), Custody Change (checkbox), Petition (checkbox), Notes (checkbox checked), Hearing Summary (checkbox), and Hearing Detail (checkbox checked). At the bottom of the list is a checkbox labeled "Include detail for all other cases for this youth?". At the very bottom of the window are two buttons: "Submit" and "Reset".

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		

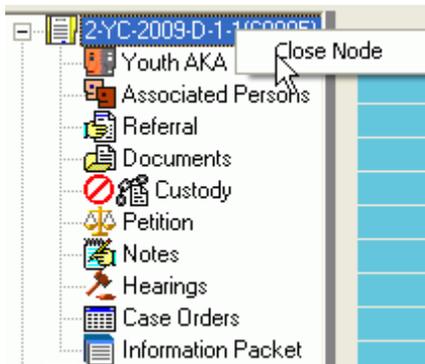
Associated Persons 2-YC-2009-D-1-1(69805) - AMY JO TESTCASE

Name	Relationship	Date Appointed
JAMIE KELLY MCBRIDE	PRESIDING	

17-0 Closing Case nodes

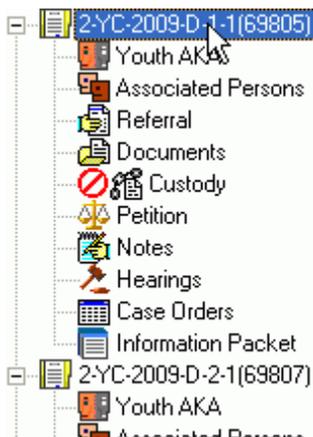
► *Close a single Case Node*

Right-click on a case number and choose close node from the popup menu.



----- **OR** -----

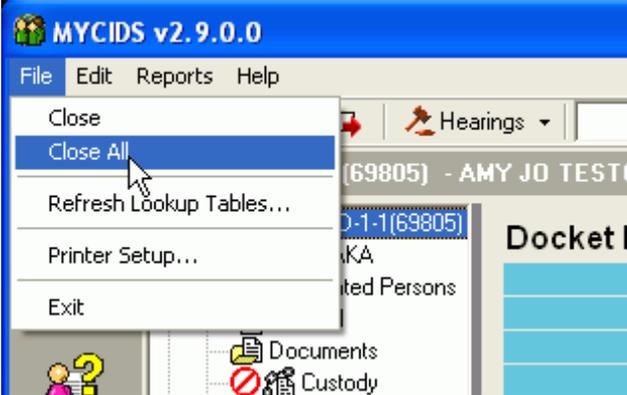
Select the case number to close and choose close from file menu.





► *Close all case nodes*

Choose close all from the file menu.



18-0 Grouping Cases

- ▶ [18.1 - Group Cases](#)
- ▶ [18.2 - Remove Case from Group](#)

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.

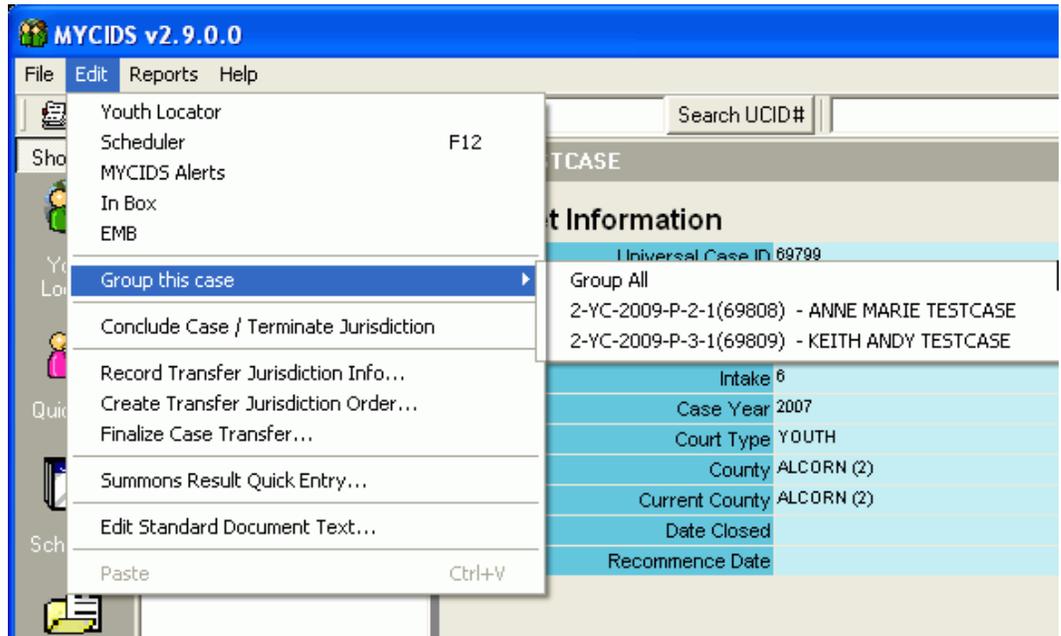
The screenshot displays the MYCIDS v2.9.0.0 application window. The title bar reads "MYCIDS v2.9.0.0". The menu bar includes "File", "Edit", "Reports", and "Help". Below the menu bar is a toolbar with icons for "Find", "Print", "Home", "Back", "Forward", and "Hearings", along with a "Search UCID#" input field. The main interface is divided into three sections:

- Shortcuts:** A vertical list of icons and labels: Youth Locator, Quick List, and Scheduler.
- Case List:** A list of cases with expandable arrows (+) to the left. The first case, "2-YC-2007-P-6-1(69799)", is highlighted in blue. Other cases include "2-YC-2009-P-2-1(69808)" and "2-YC-2009-P-3-1(69809)". Below the case list are icons for "Quick List", "Youth Locator", "Scheduler", "MYCIDS Alerts", "In Box", and "EMB".
- Docket Information:** A table with a light blue background showing details for the selected case.

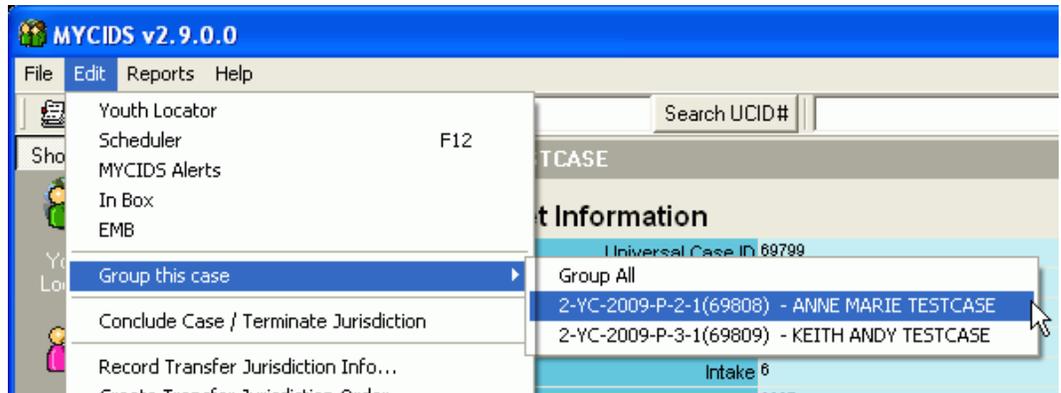
Docket Information	
Universal Case ID	69799
Docket #	2-YC-2007-P-6-1
Local Cause #	
Intake Date	04/05/2007
Intake	6
Case Year	2007
Court Type	YOUTH
County	ALCORN (2)
Current County	ALCORN (2)
Date Closed	
Recommence Date	

- ▶ *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.

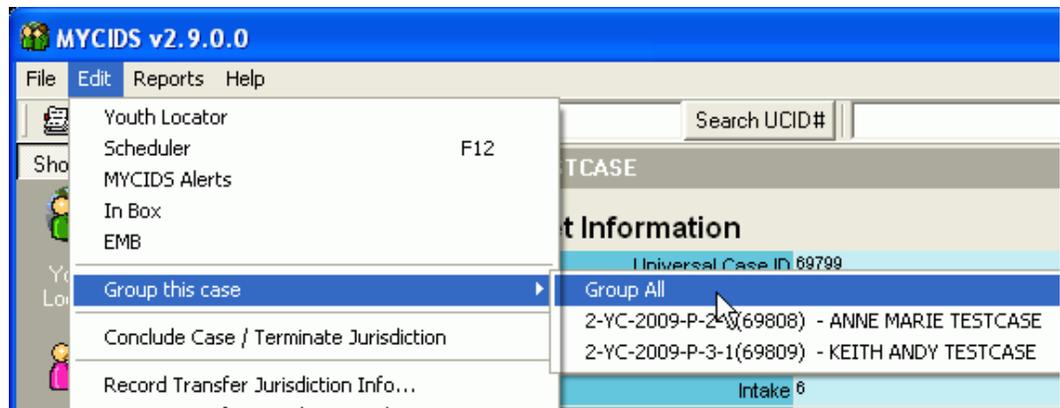


Choose the appropriate case to group with the selected case,



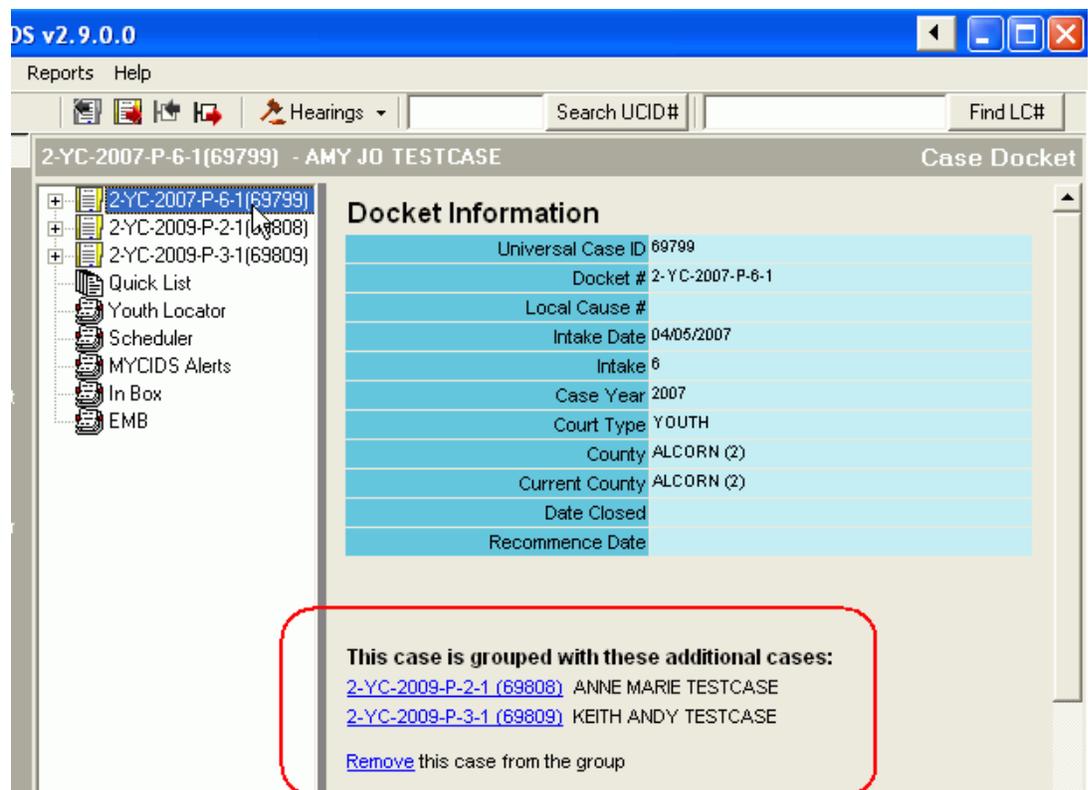
OR

choose group all to group all the cases open in the case navigation panel together.



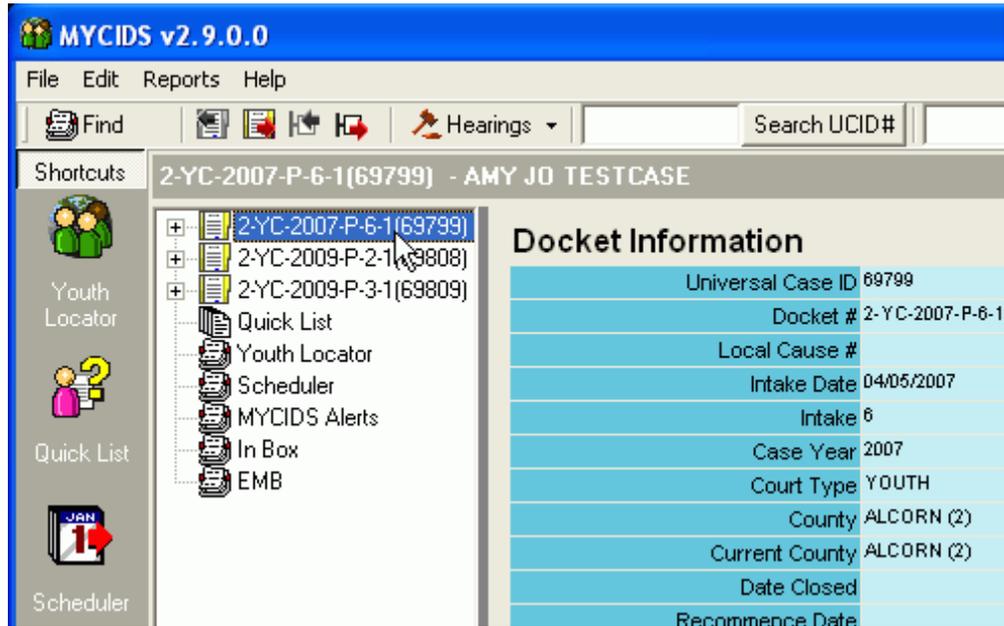
► *How to know if cases are grouped*

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.

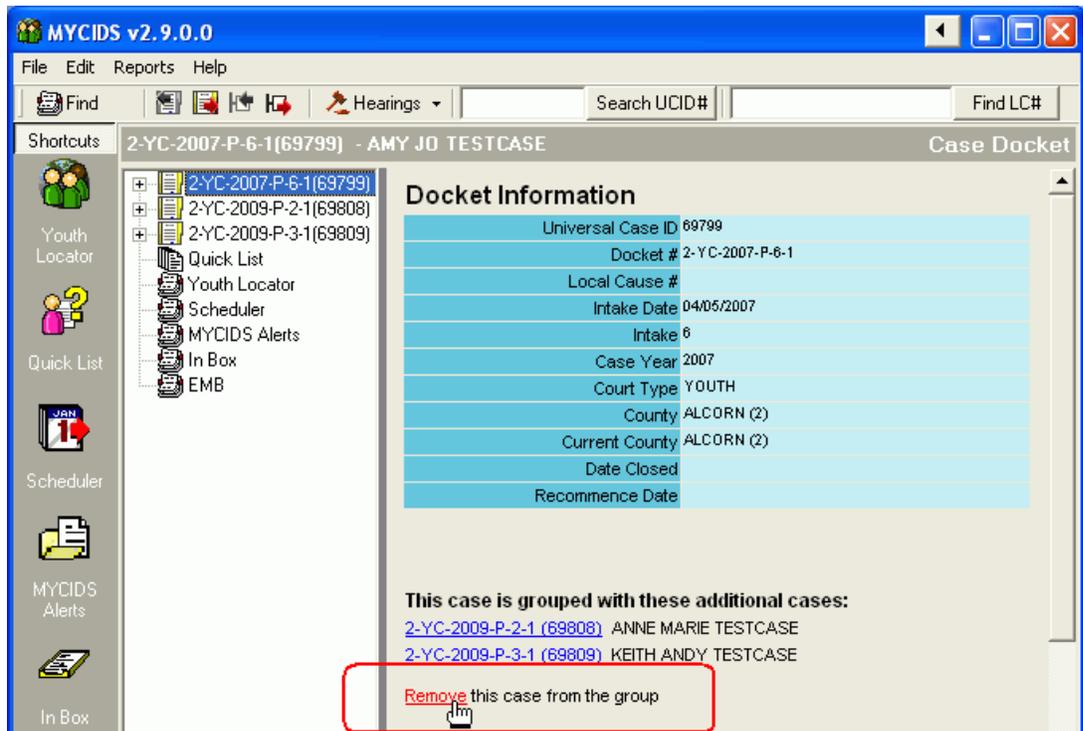


18.2 - Remove Case from Group

- ▶ *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 Orders

► *Multi-case Petitions*

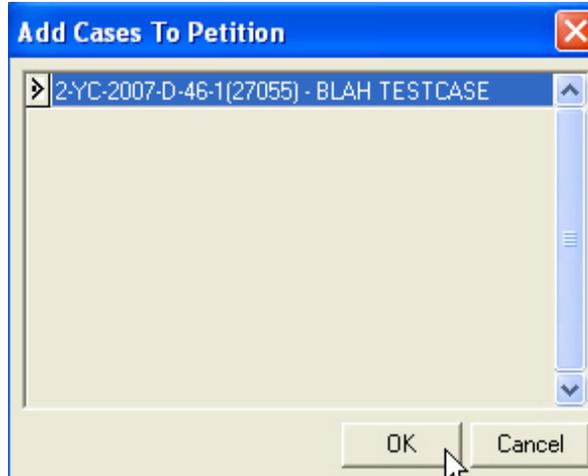
Youth involved with grouped cases may appear on the same petition if the charges for both cases are brought forward. When filing the petition for a case, a user will have the option to include the youth) from the grouped cases.

The screenshot shows a dialog box titled "Editing Work-In-Process Petition". It has a "Properties" tab and a text area with the instruction: "To file the petition, specify the petition date, select all referrals that apply, then click OK." Below this is a "File Date" dropdown menu. A table lists referrals with columns for "Bring Forward", "Referral Date", "Referral", "Order Date", and "Order".

Bring Forward	Referral Date	Referral	Order Date	Order
<input type="checkbox"/>	6/28/2007	LARCENY: SHOPLIFTING	6/28/2007	FORMAL PETITION ORDERED
<input type="checkbox"/>	6/28/2007	RESISTING LAWFUL ARREST	6/28/2007	FORMAL PETITION ORDERED

Below the table is a section titled "Cases addressed by this Petition" with a list box containing "2YC-2007-D-43-1(27048) - ASUKA TESTCASE". There are "Add" and "Remove" buttons next to the list box. At the bottom of the dialog are "None", "OK", and "Cancel" buttons.

Clicking the Add button will bring forward a list of cases that are grouped with the case where the original petition is being filed.



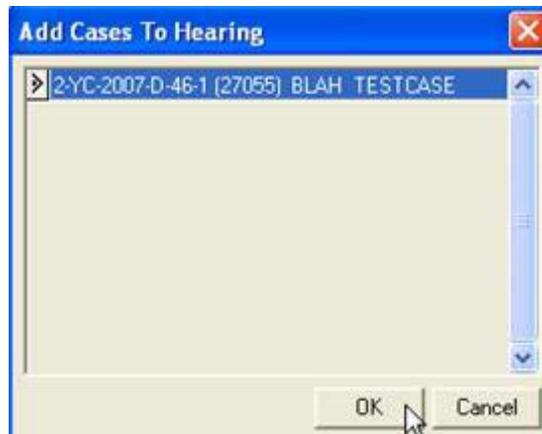
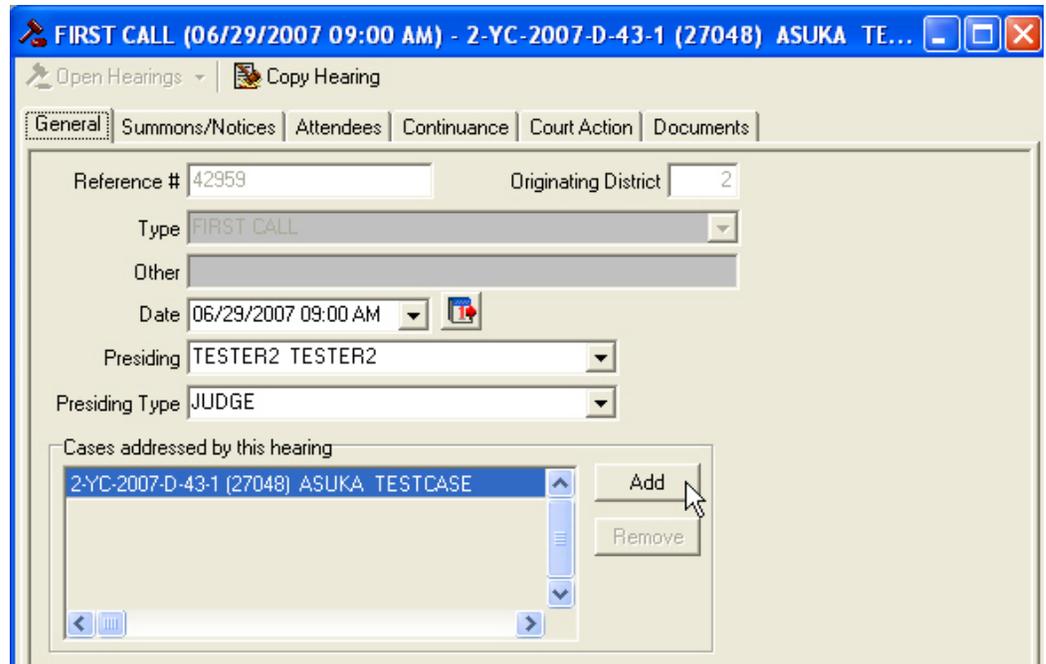
The user must now select which charges for each youth they wish to file on the petition. Check the referrals that will be brought forward.

	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			-

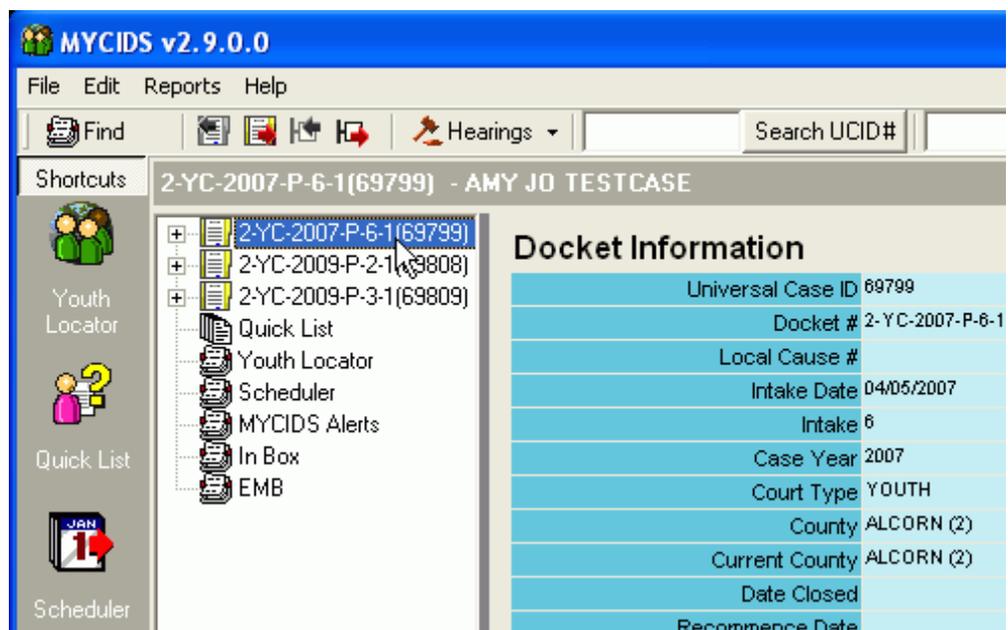
20-0 Conclude and Recommence Cases

- ▶ [20.1 - Conclude Cases](#)
- ▶ [20.2 - Recommence Cases](#)

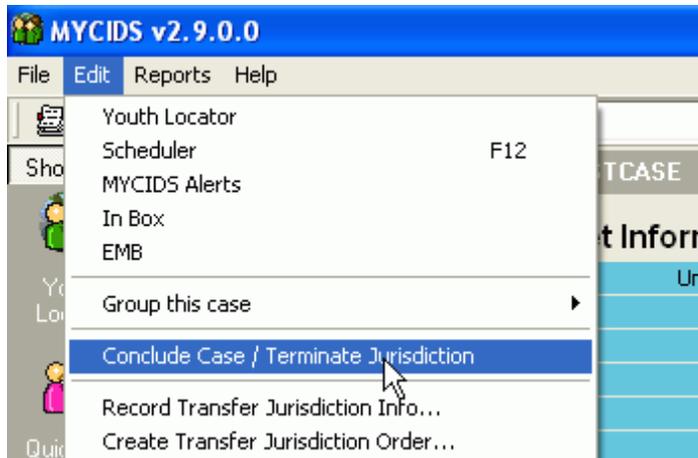
20.1 - Conclude Cases

- ▶ *Step 1 - Choose a case to conclude.*

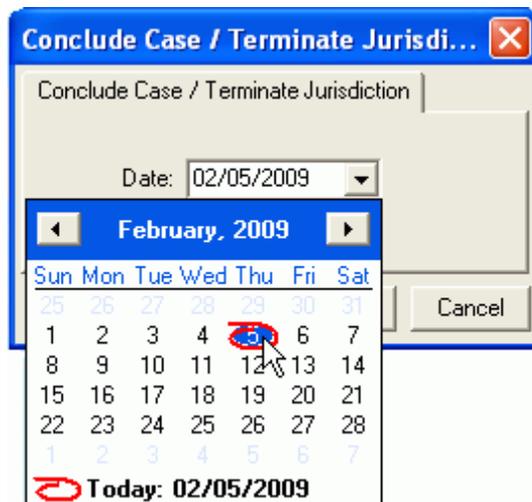
From the open cases in the case navigation panel, choose a case to conclude.



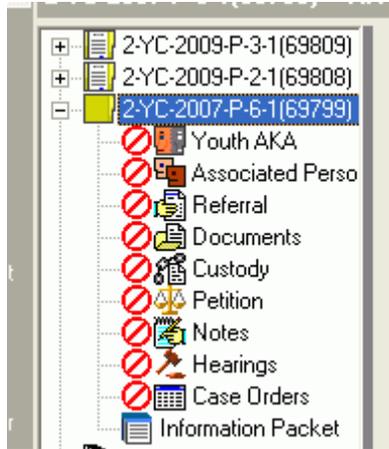
- ▶ *Step 2 - Choose Conclude Case / Terminate Jurisdiction from the Edit menu.*



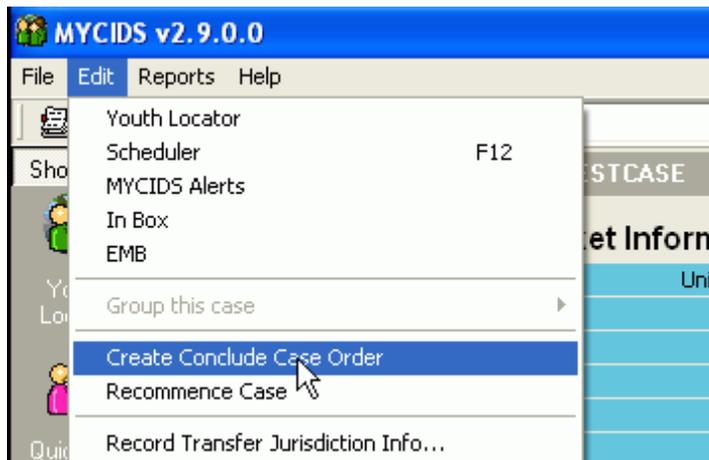
► *Step 3 - Choose the conclude date from calendar drop down menu.*



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.



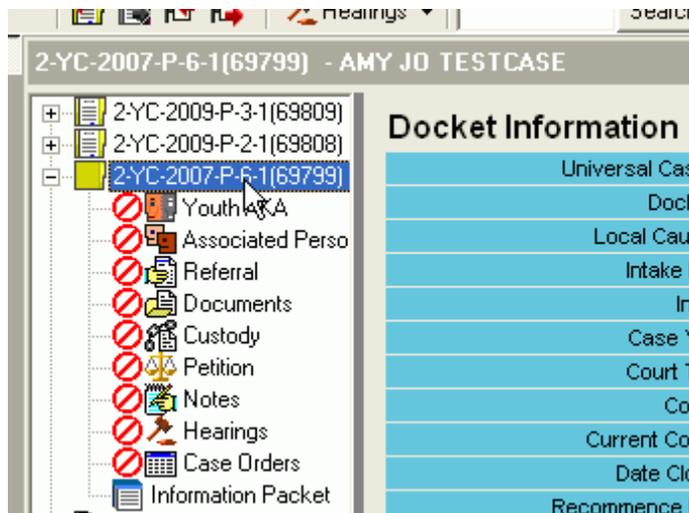
▶ *Step 4 - Choose Create Conclude Case Order from the Edit menu.*



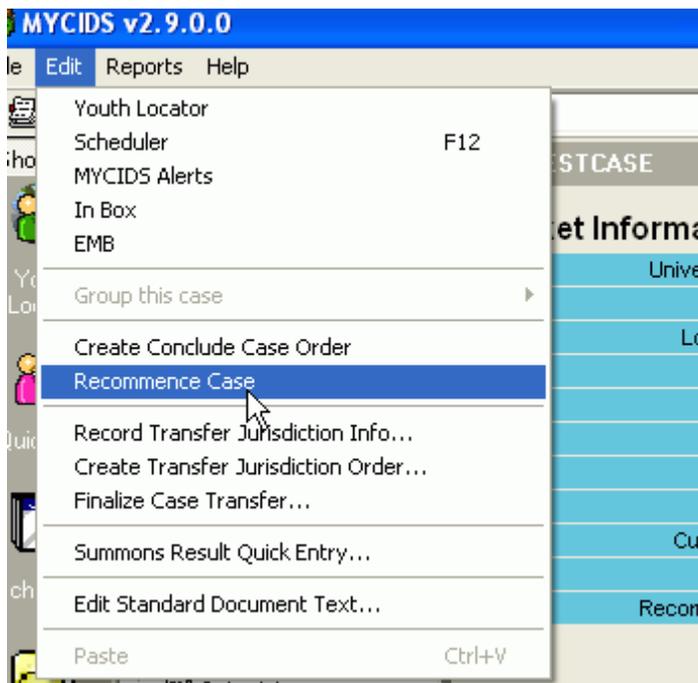
20.2 - Recommence Cases

▶ *Step 1 - Choose a case to recommence.*

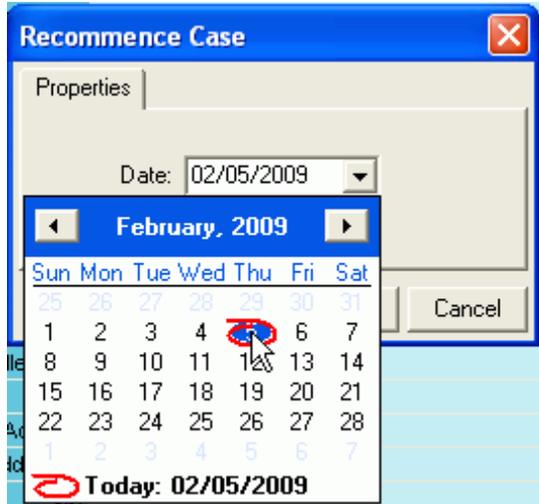
From the open cases in the case navigation panel, choose a concluded case to recommence.



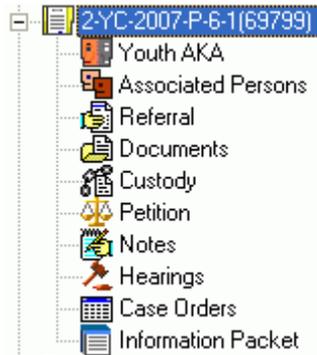
▶ *Step 2 - Choose Recommence Case from the Edit menu.*



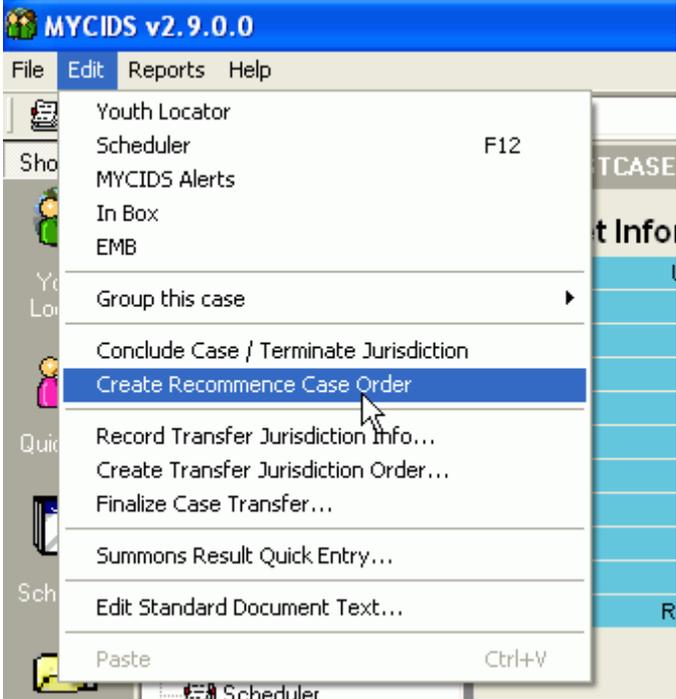
▶ *Step 3 - Choose the recommence date from calendar drop down menu.*



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.*



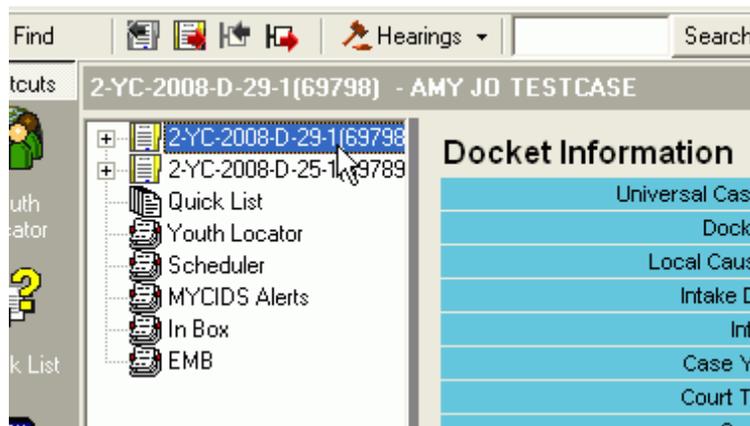
21-0 Transfer Cases

- ▶ [21.1 - Transfer Case to another youth court](#)

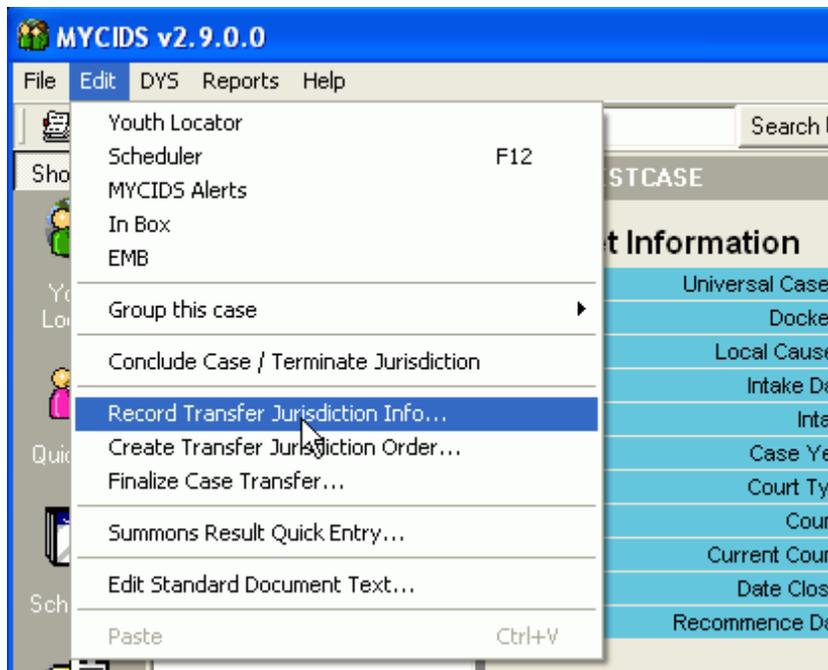
21.1 - Transfer Case to another youth court

- ▶ *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.

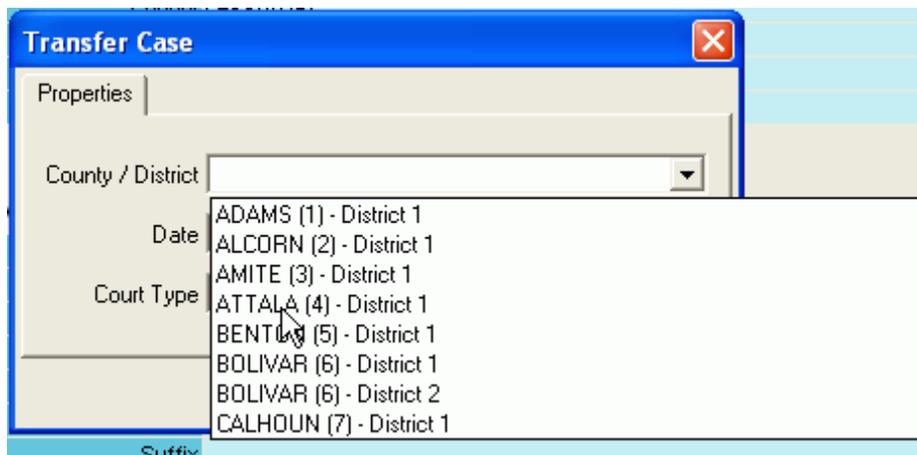


- ▶ *Step 2 - Click on the Edit menu and choose Record Transfer Jurisdiction Info.*

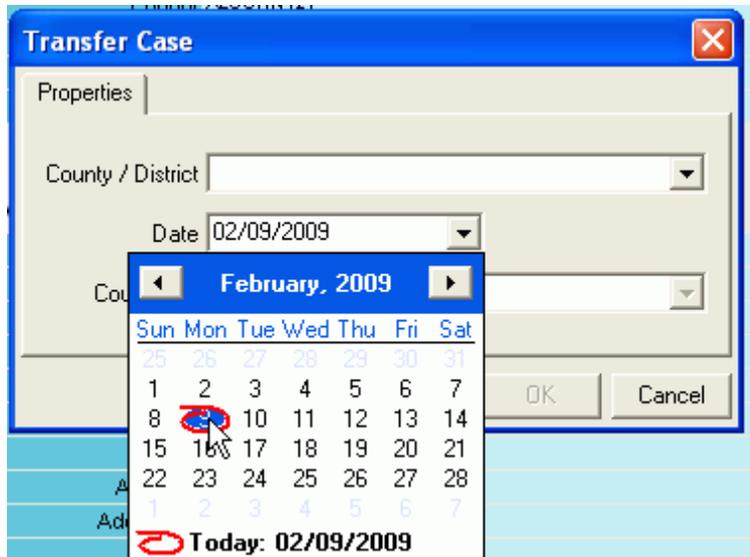


► *Step 3 - Enter Transfer Case information.*

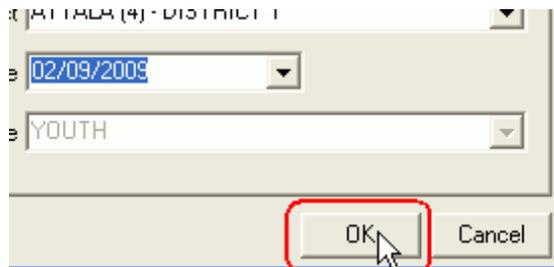
Choose the county/district to transfer the case to.



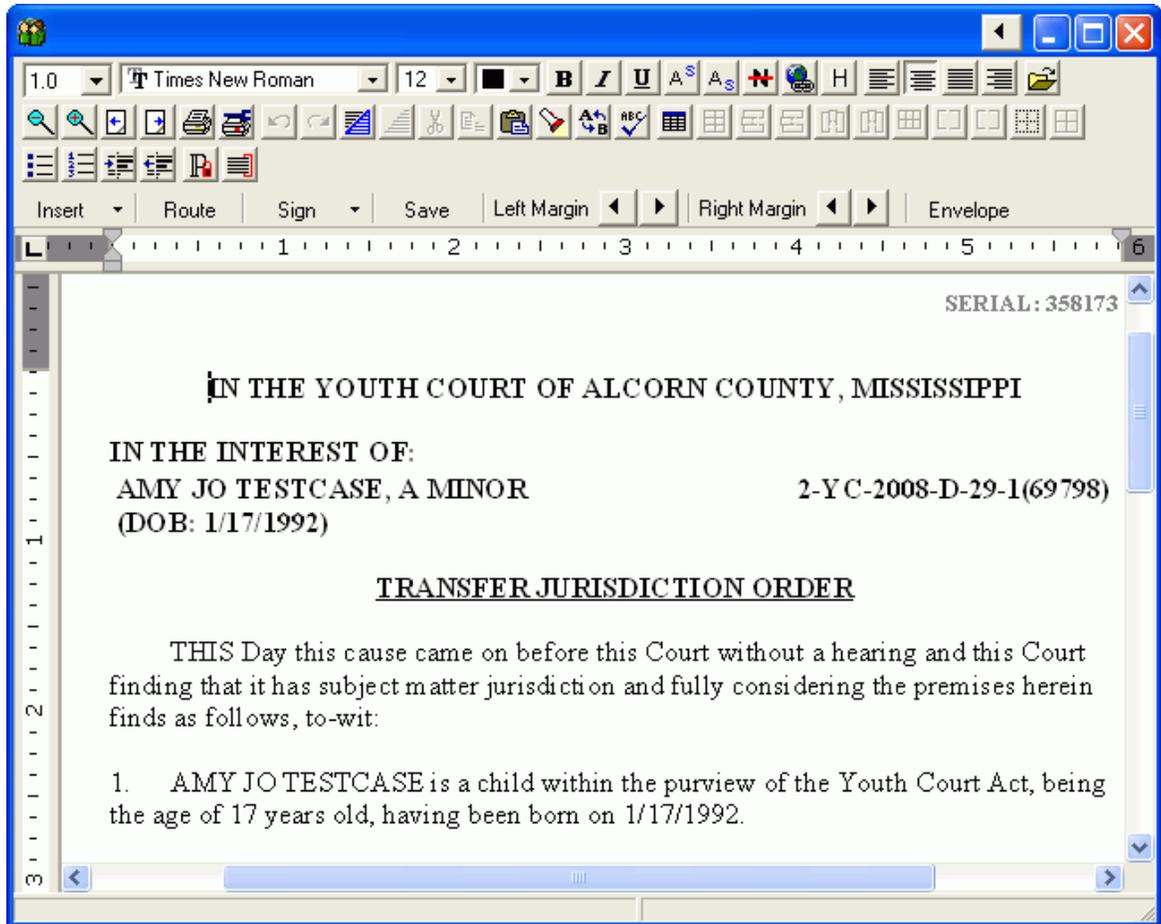
Choose transfer date.



Click OK.



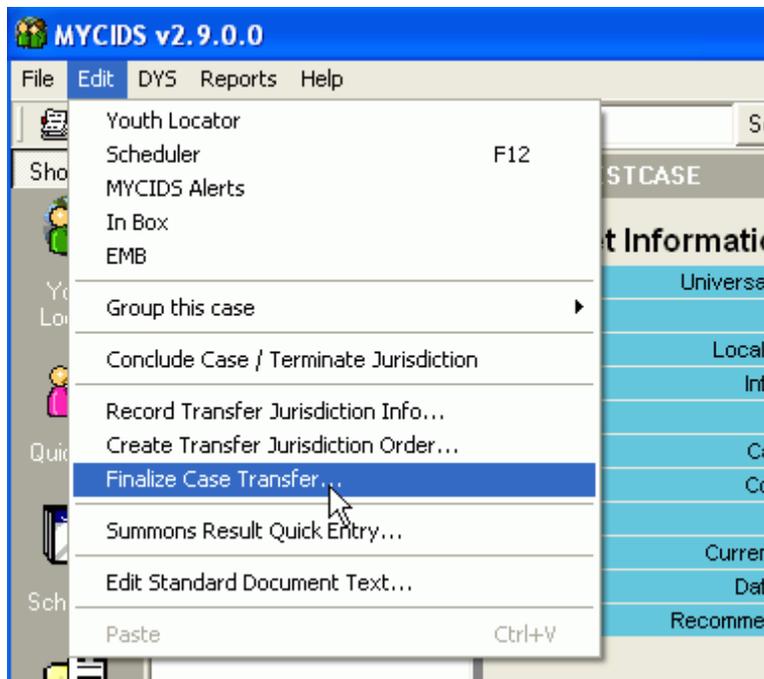
- *Step 4 - Click on the Edit menu and choose Create Transfer Jurisdiction Order.*



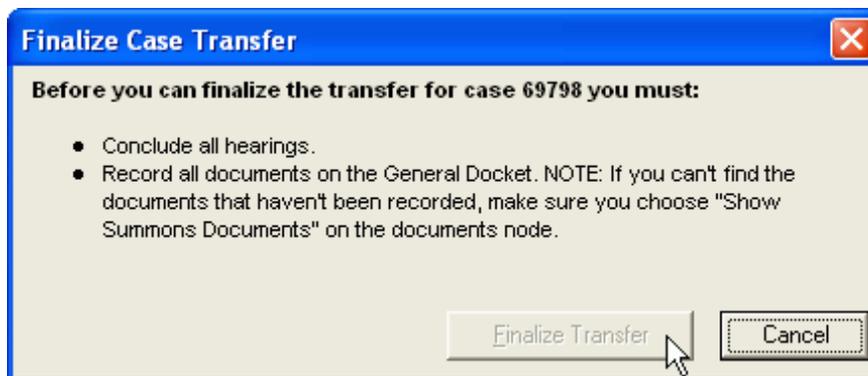
Route the document for e-signature or print the document for ink signing.

► *Step 5 - Finalize case transfer.*

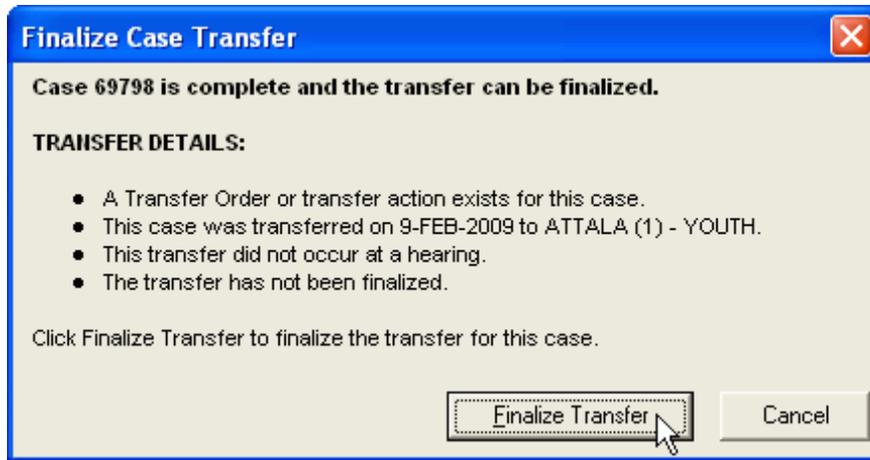
Click on the Edit menu and choose Finalize Case Transfer.



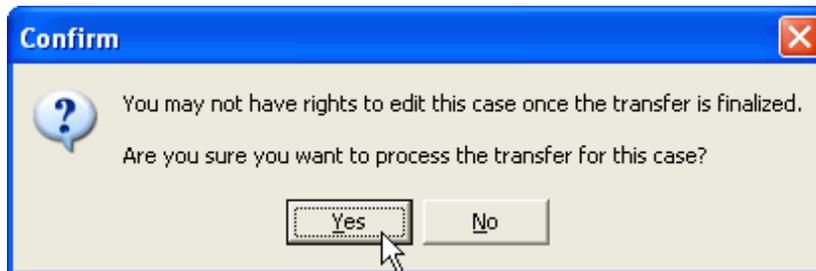
The OK button on the Finalize Case Transfer may be grayed out like the image below. All hearings must be concluded (see section 11.0 - Hearings) and all documents must be recorded ([see section 7.5 - Recording Documents](#)) before you can proceed.



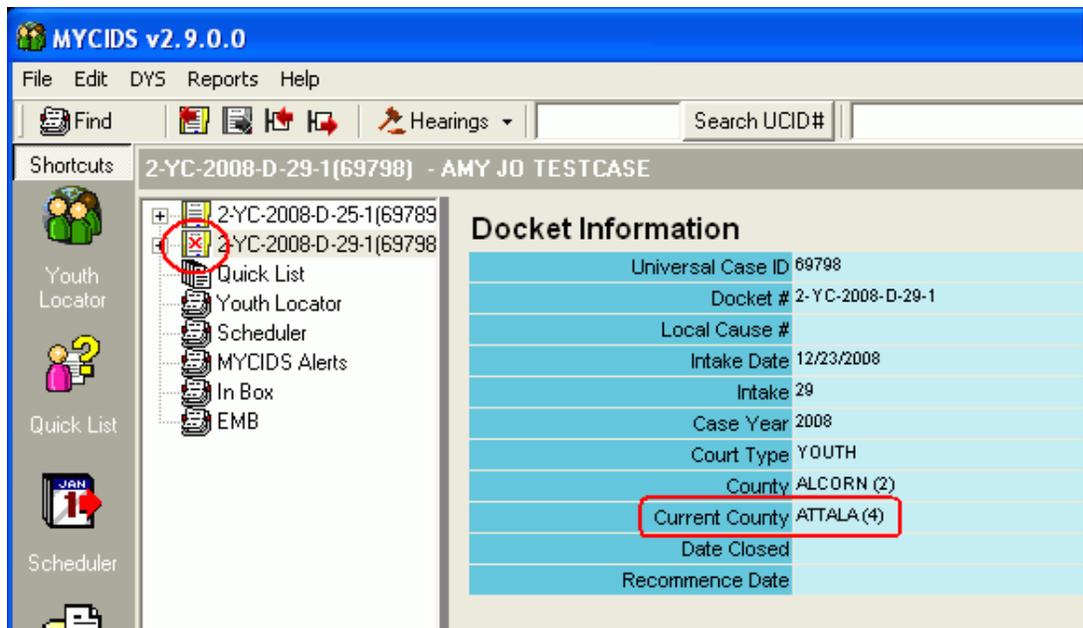
Once all hearings have been concluded and documents have been recorded, the finalize transfer button will be available. Click Finalize Transfer.



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.

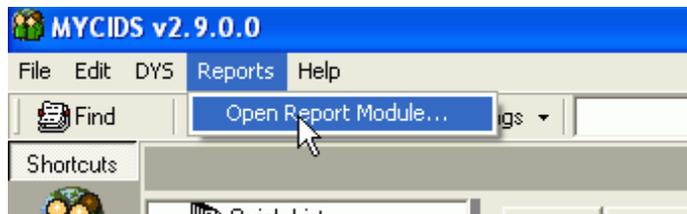


22-0 Reports

- ▶ [22.1 - Submit Reports for Generation](#)
- ▶ [22.2 - Download Generated Reports](#)
- ▶ [22.3 - Remove Reports from Reports Listing](#)
- ▶ [22.4 - Report Breakdowns](#)

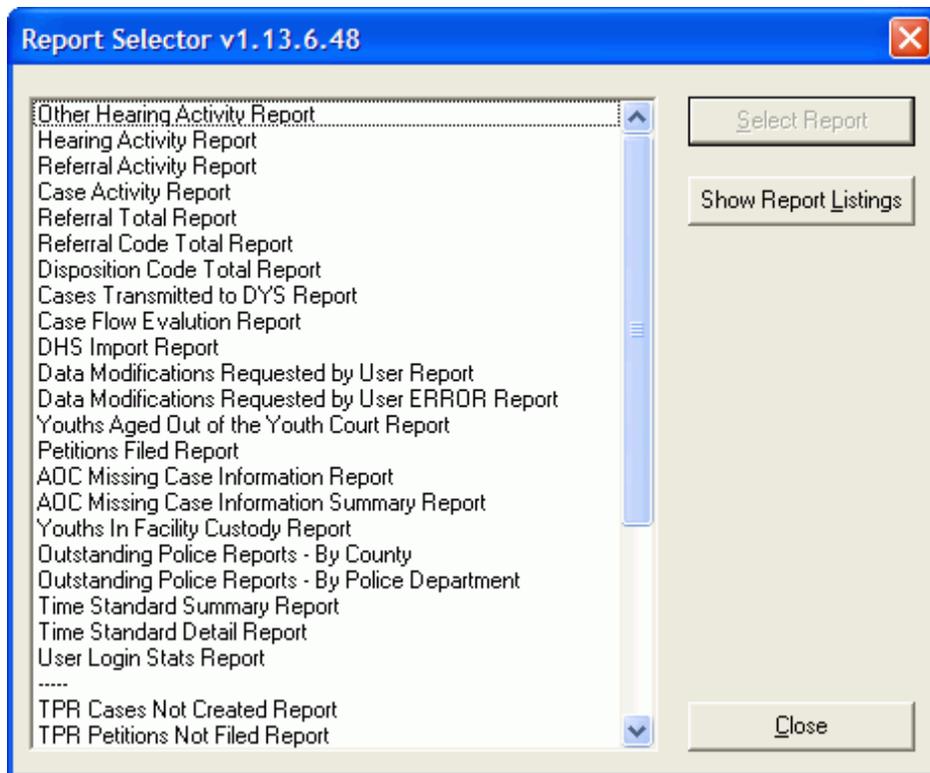
22.1 - Submit Reports for Generation

- ▶ *Step 1 - Choose "Open Reports Module..." from the edit menu.*

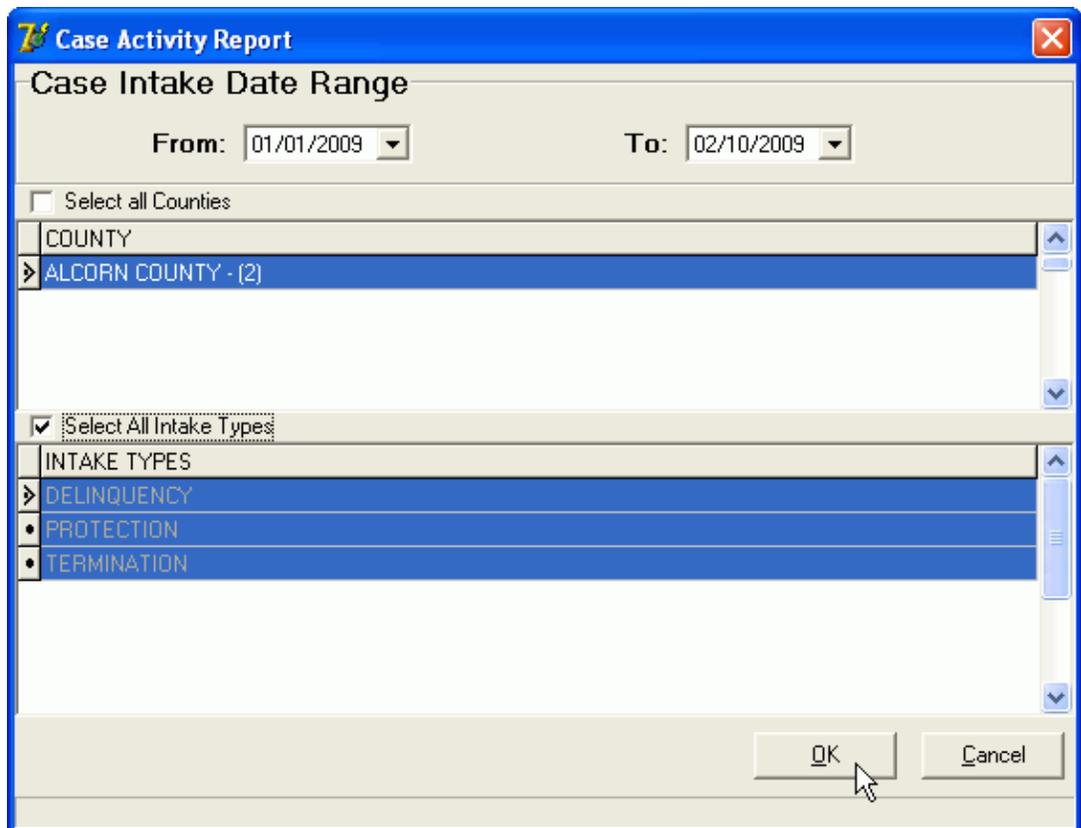


- ▶ *Step 2 - Choose a report to generate from the Report Selector window.*

After choosing a report from the list, click the Select Report button.

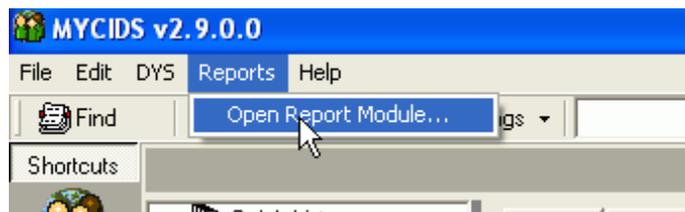


► *Step 3 - Enter the criteria for the report and click OK.*

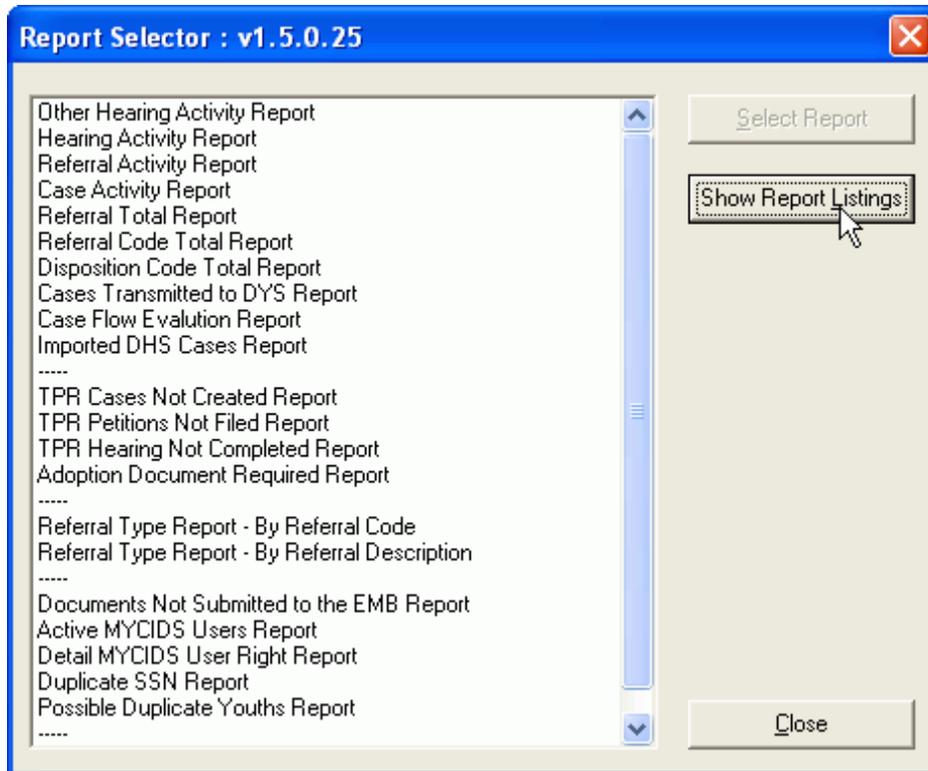


22.2 - Download Generated Reports

- ▶ *Step 1 - Choose "Open Reports Module..." from the edit menu.*

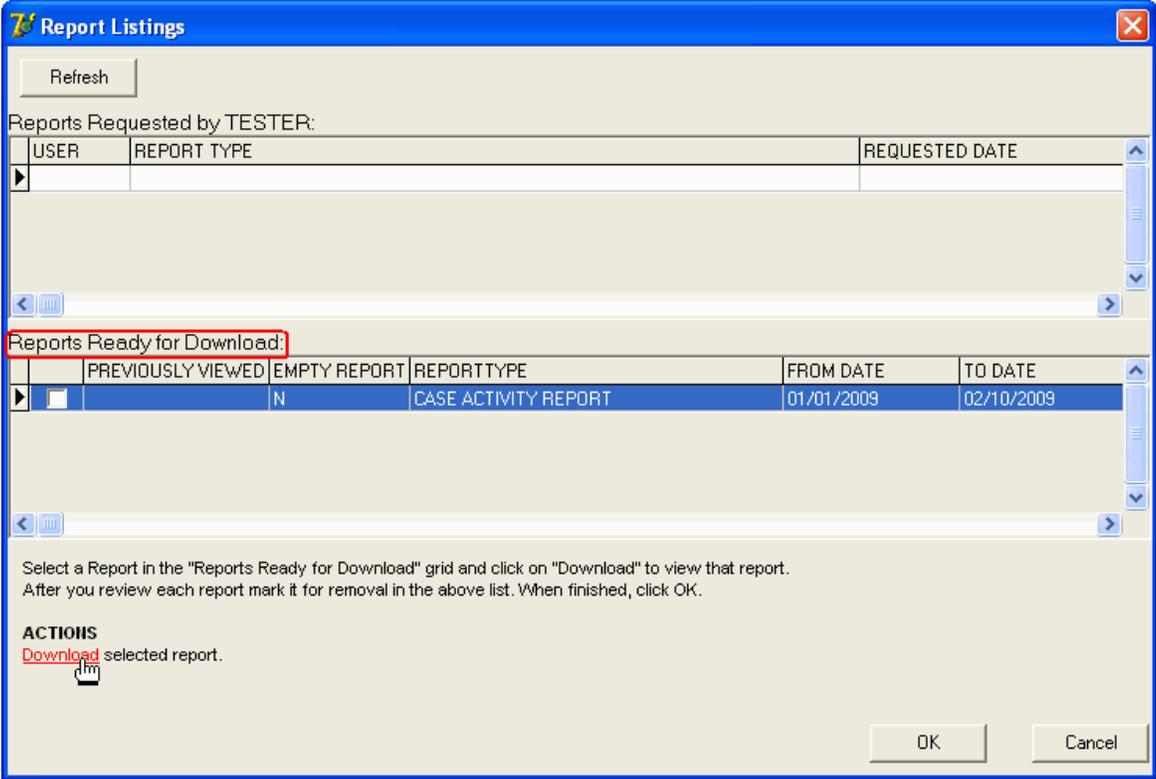


- ▶ *Step 2 - Click on the Show Report Listings button in the Reports Selector.*

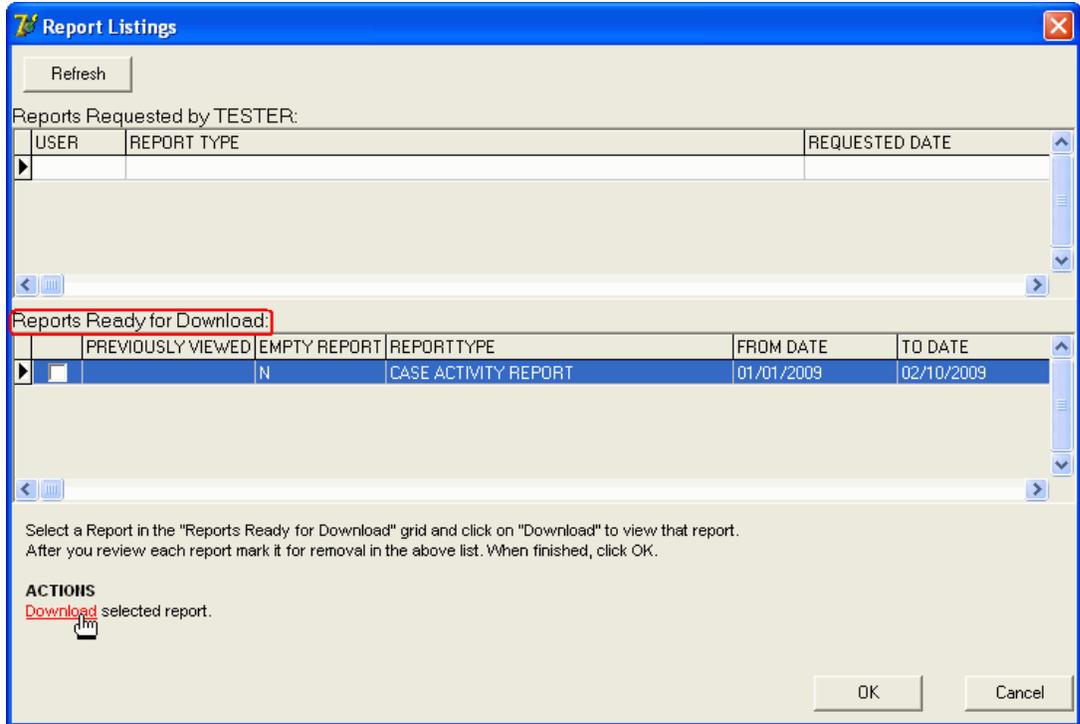


► *Step 3 - Download a report.*

Once the report is ready, it will appear under "Reports Ready for Download." Select the report and click the download action.

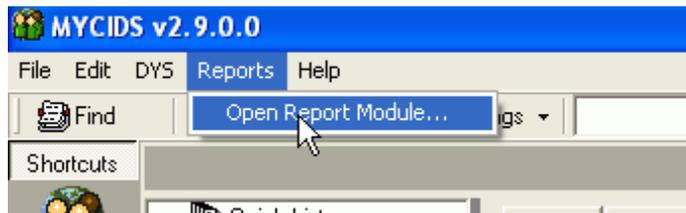


Once the report is ready, it will appear under "Reports Ready for Download." Select the report and click the download action.

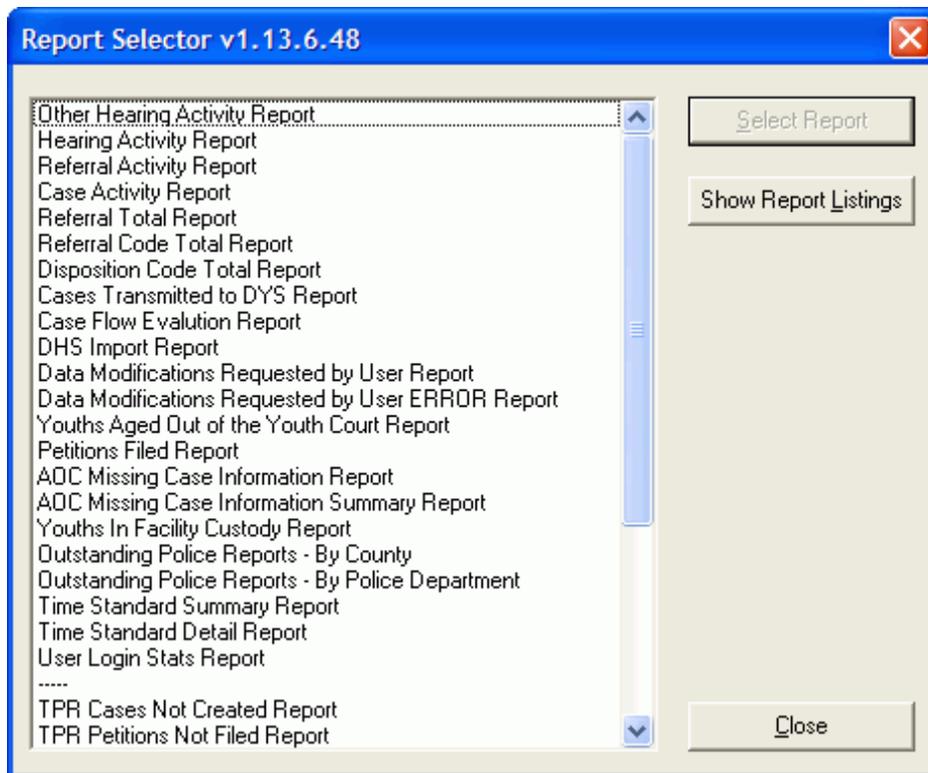


22.3 - Remove Reports from Reports Listing

- ▶ *Step 1 - Choose "Open Reports Module..." from the edit menu.*

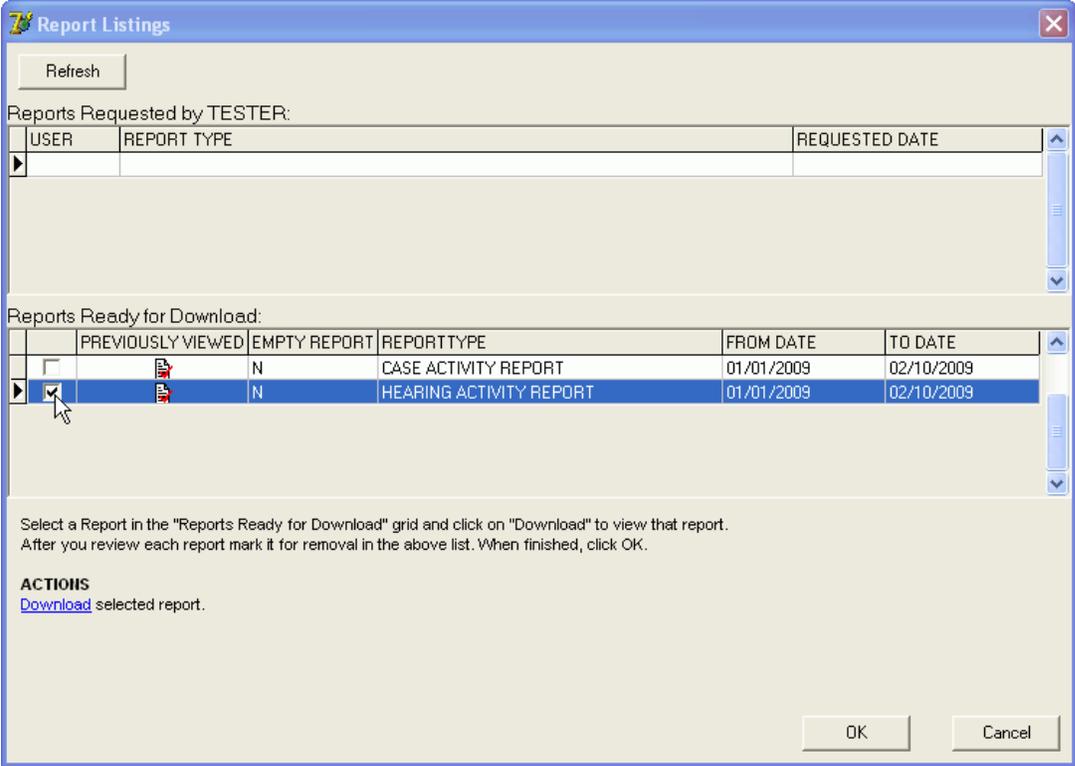


- ▶ *Step 2 - Click on the Show Report Listings button in the Reports Selector.*

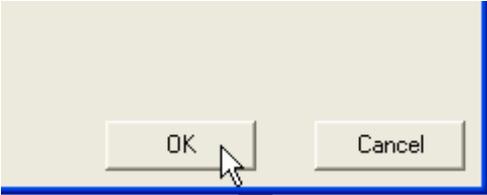


► *Step 3 - Remove Report from list. .*

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.

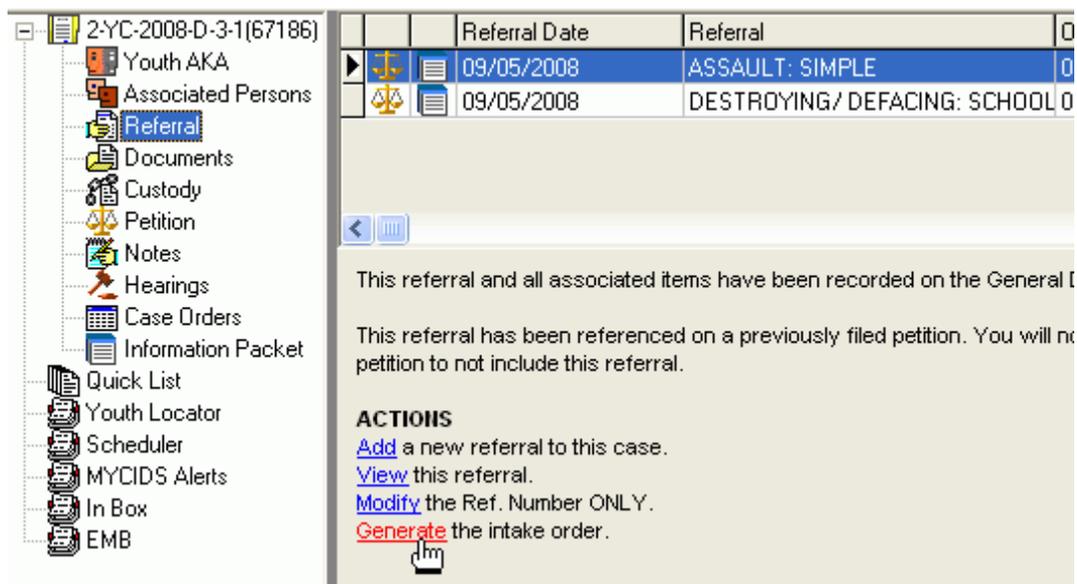
23-0 Word Processor

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.

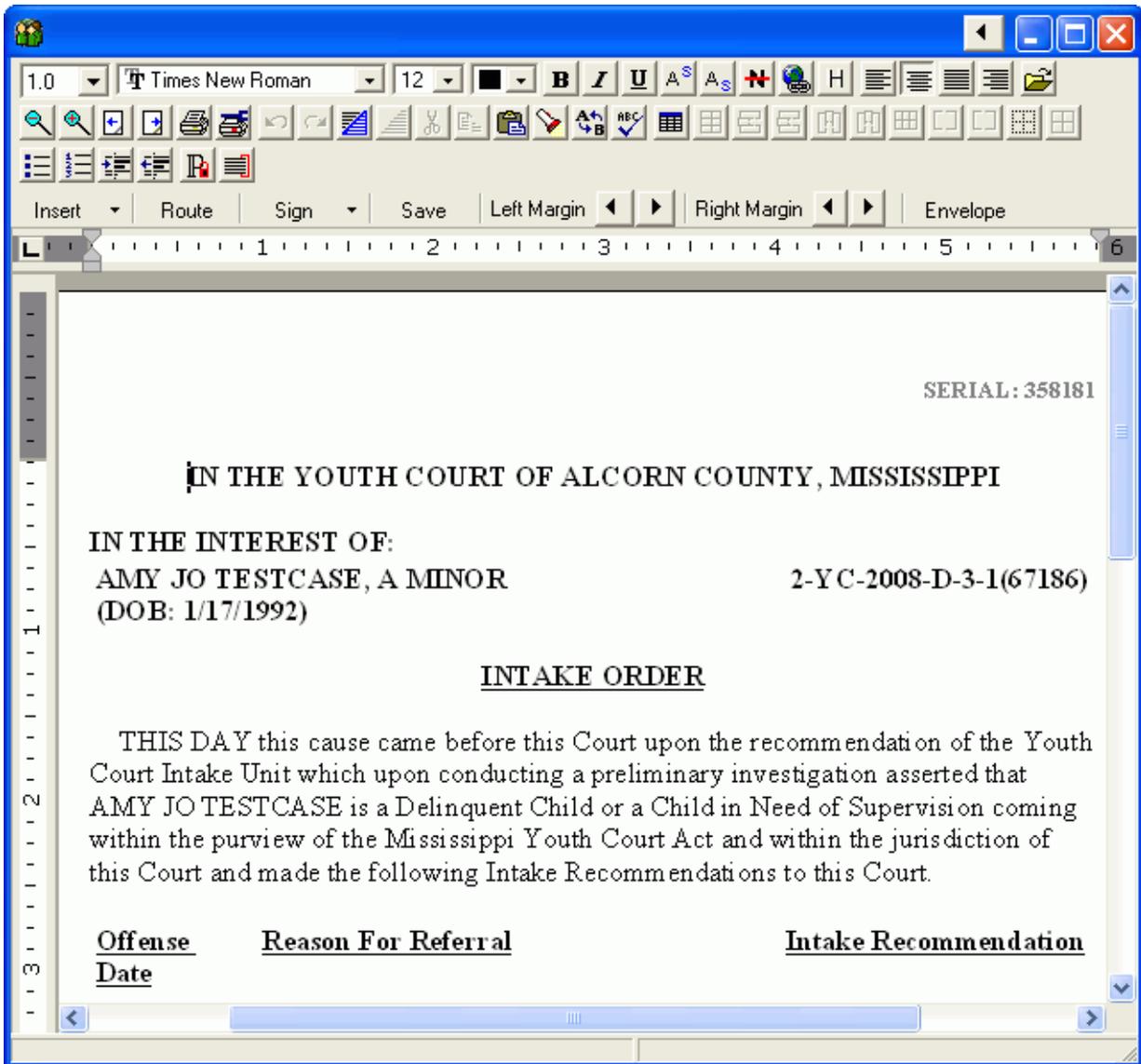


The screenshot displays the MYCIDS Referral screen. On the left is a navigation tree with the following items: 2-YC-2008-D-3-1(67186), Youth AKA, Associated Persons, Referral (highlighted), Documents, Custody, Petition, Notes, Hearings, Case Orders, Information Packet, Quick List, Youth Locator, Scheduler, MYCIDS Alerts, In Box, and EMB. The main area contains a table with the following data:

	Referral Date	Referral	
	09/05/2008	ASSAULT: SIMPLE	0
	09/05/2008	DESTROYING/ DEFACING: SCHOOL O	0

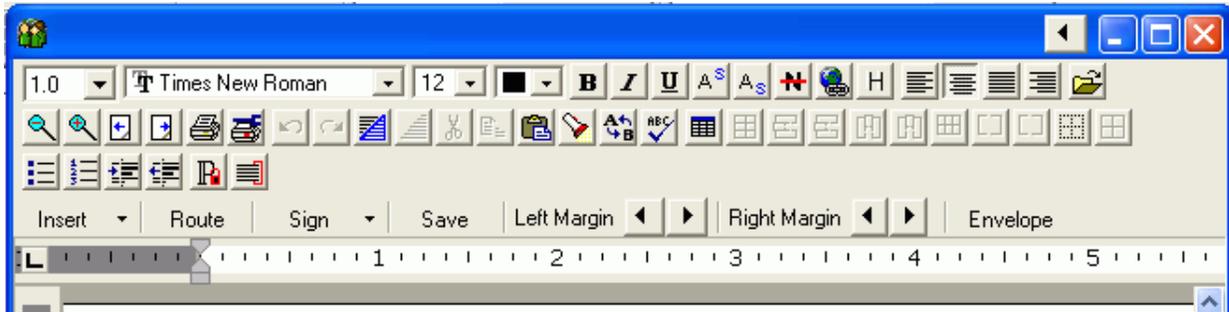
Below the table, there is a message: "This referral and all associated items have been recorded on the General [". Below that, another message: "This referral has been referenced on a previously filed petition. You will no petition to not include this referral." Underneath these messages is an "ACTIONS" section with the following 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](#)

23.1 - Toolbar



Line Spacing



Font Name



Font Size



Font Color



Bold



Italic



Underline



Superscript



Subscript



Strike Out



Hyperlink



Hidden



Left Align



Center Align



Open



Zoom Out



Zoom In



Prior Page



Next Page



Print



Printer Setup



Undo



Redo



Select All



Hide Selection



Cut



Copy



Paste



Spell Check



Create Table



Select Row



Insert Row



Delete Row



Insert Column



Delete Column



Select Column



Split Cell



Combine Cells



Switch Borders Off



Bullets



Numbers



Next Level



Justified



Right Align



Find



Replace



Prior Level



Paragraph Protect

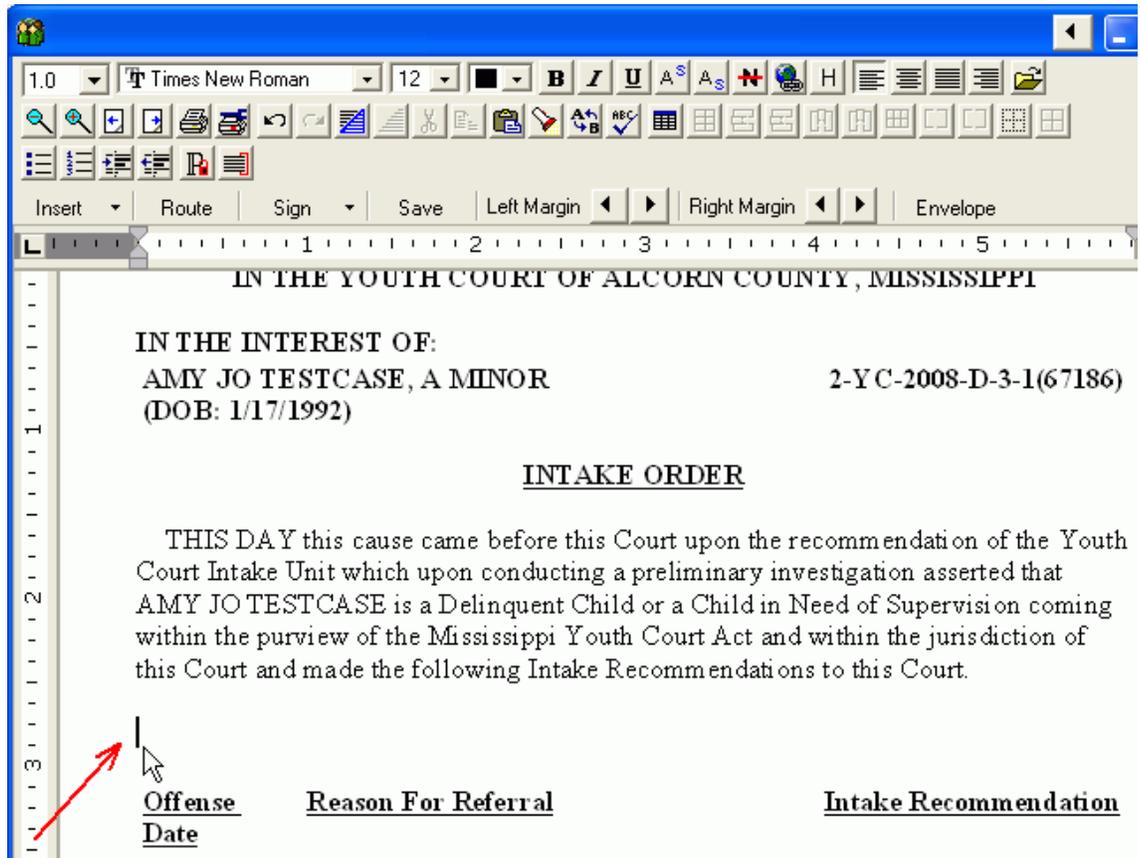


Keep Paragraph Together

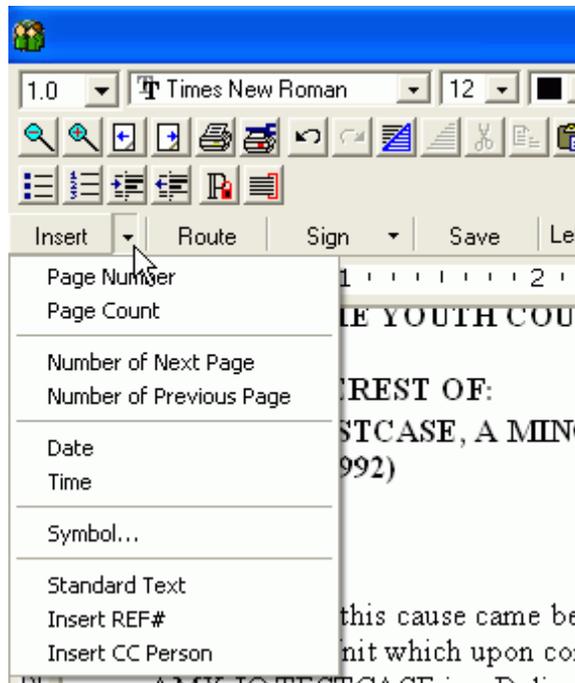


23.2 - Inserting Standard Text

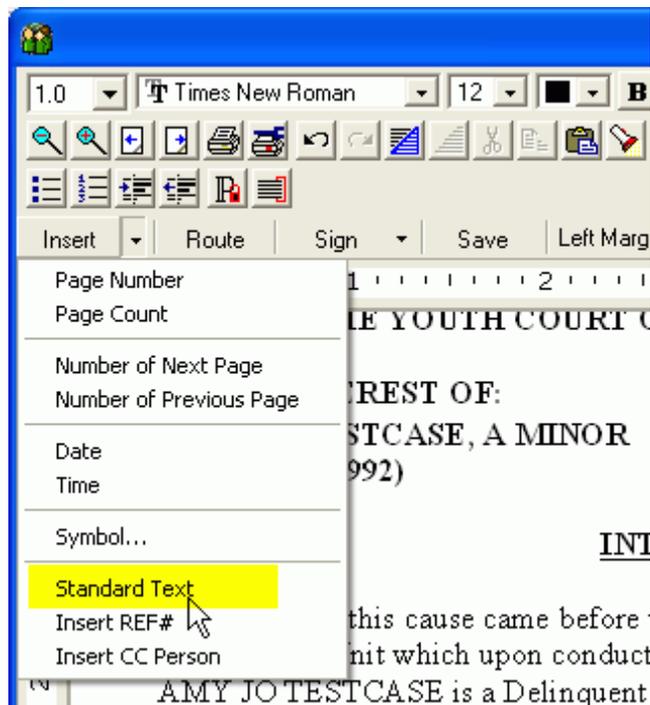
- ▶ *Step 1 - Within the MYCIDS Word Processor, place cursor where the text needs to be inserted into the document.*



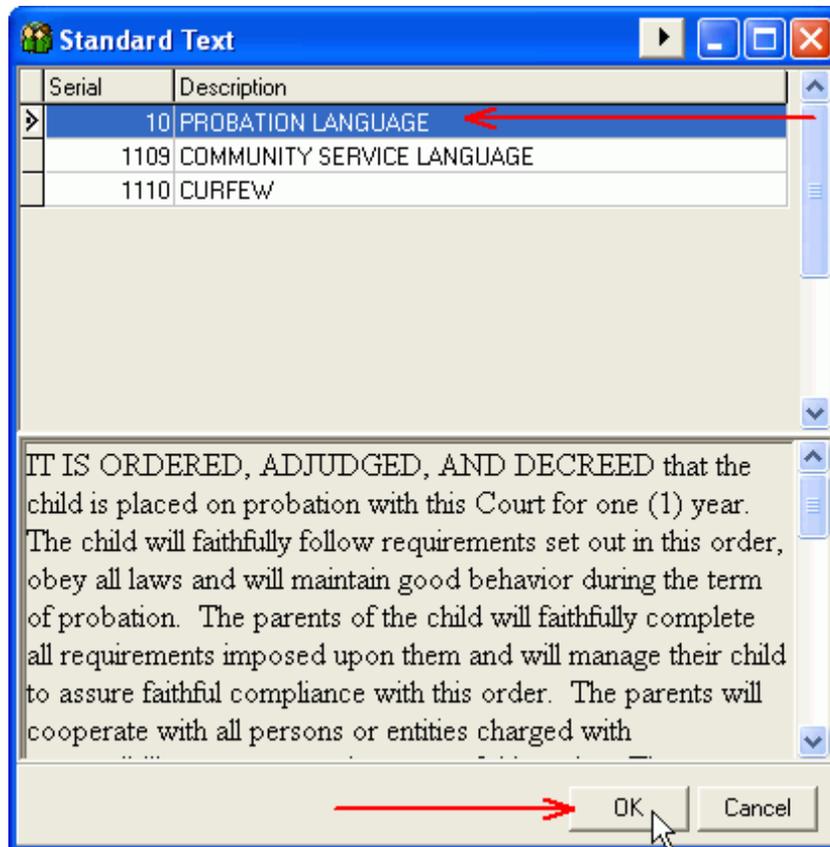
- ▶ *Step 2 - Click the down arrow next to Insert on the toolbar.*

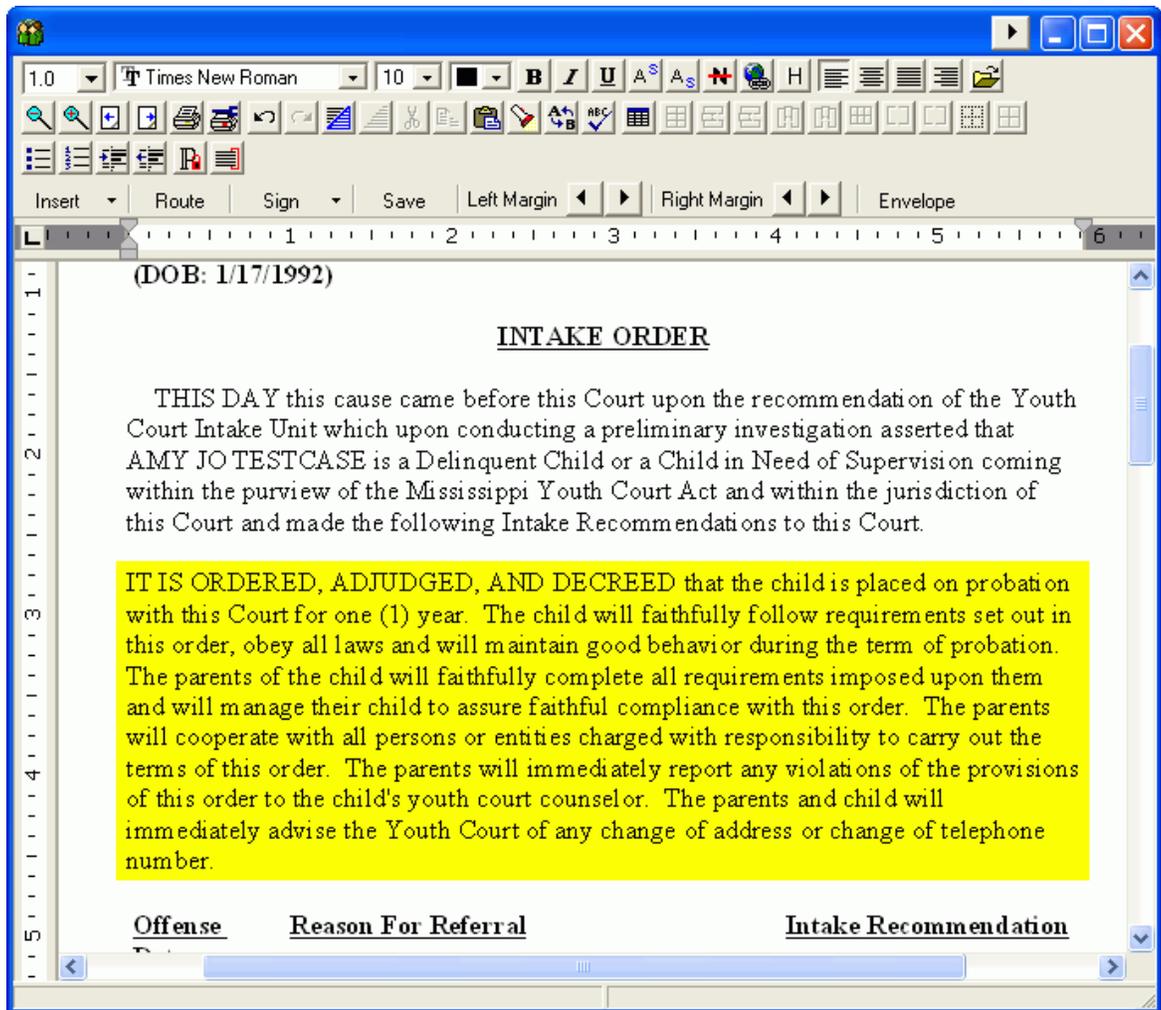


► *Step 3 - Choose Standard Text from the menu.*



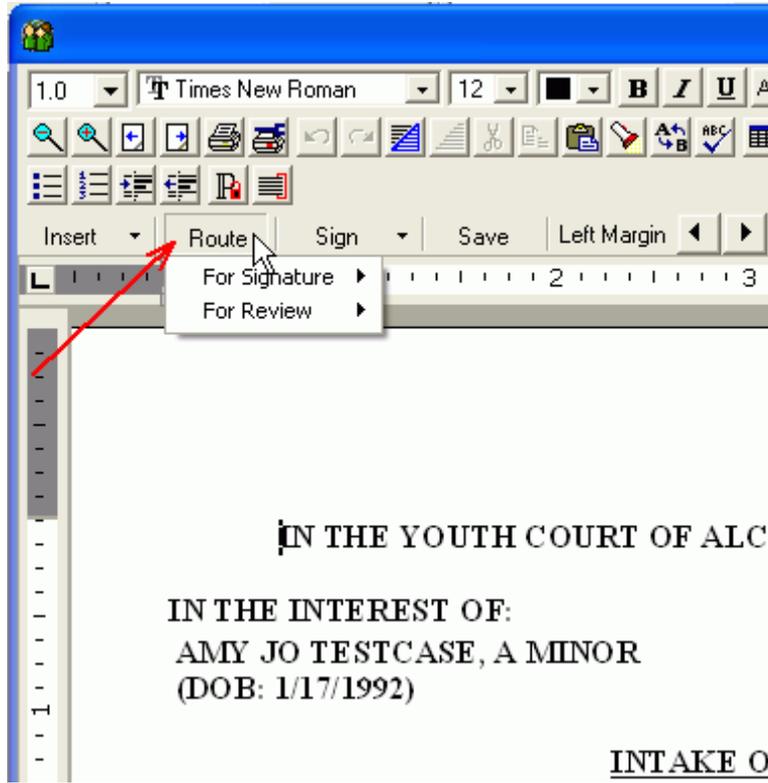
► *Step 4 - Choose the Standard text to be inserted and click OK.*



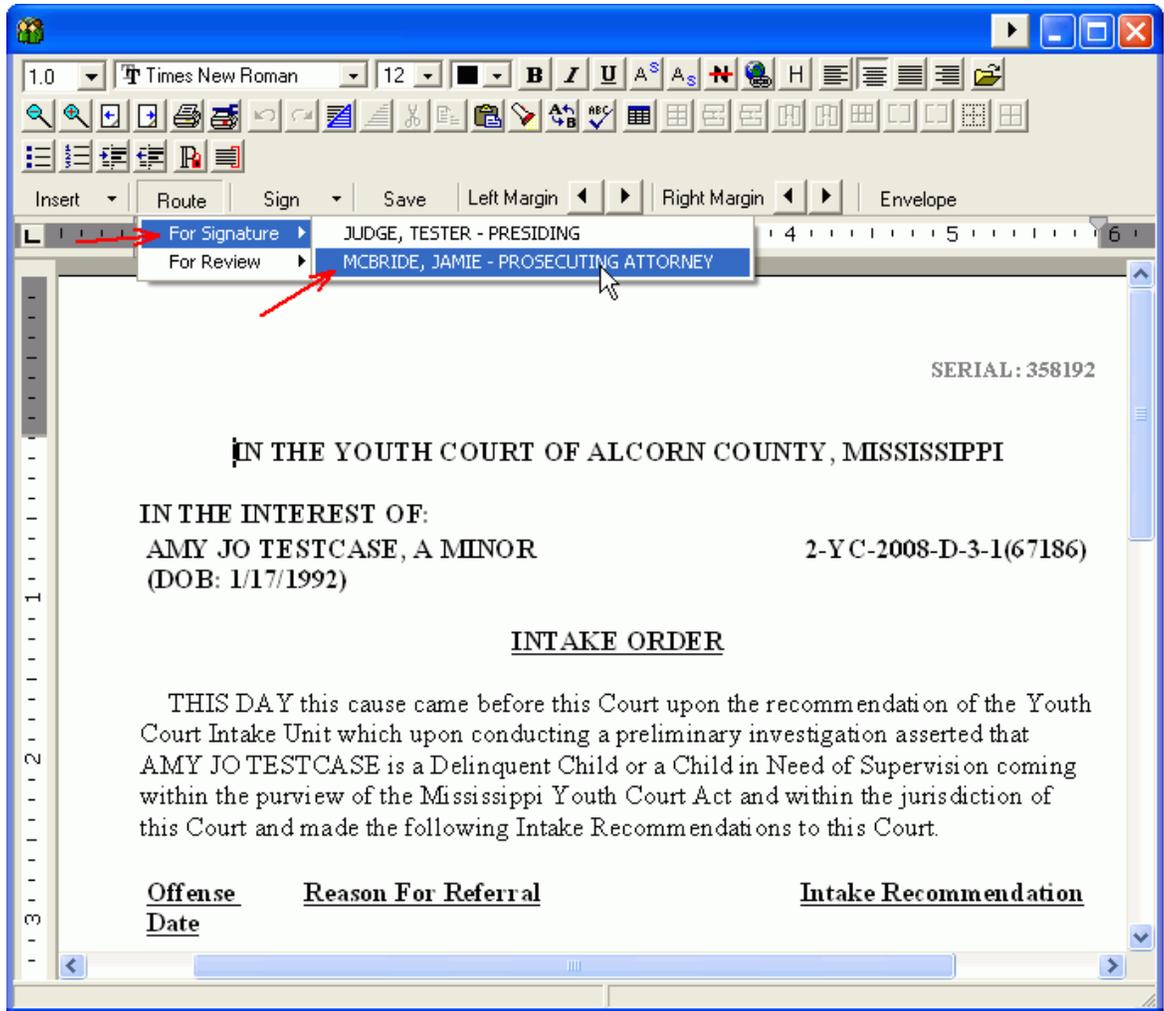


23.3 - Routing Documents

- ▶ *Step 1 - Within the MYCIDS Word Processor, click on the Route button.*

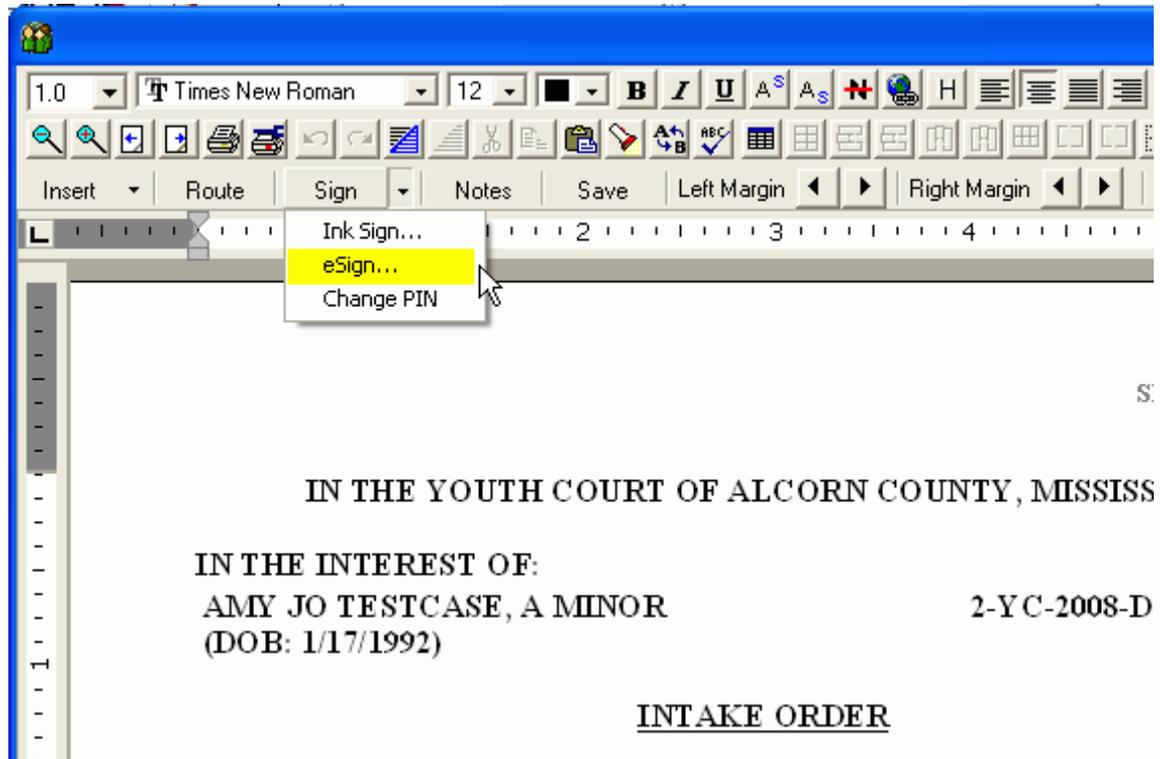


- ▶ *Step 2 - Choose For Review or For Signature and select the appropriate person to receive the document.*



23.4 - Electronic Signing

- ▶ **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.*



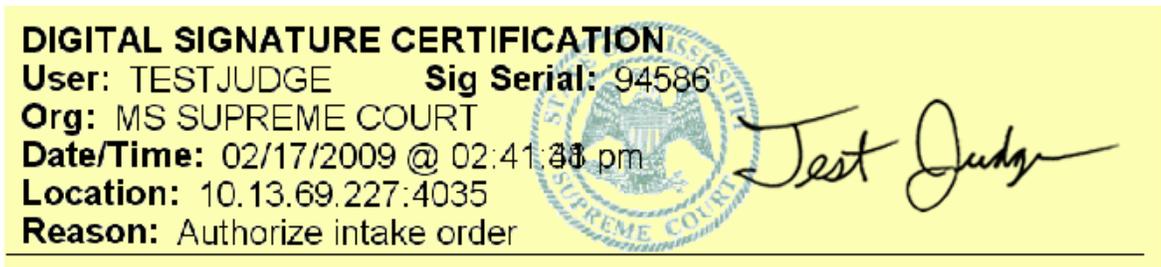
▶ *Step 3 - Choose Yes in the confirm window to proceed.*



▶ *Step 4 - Enter PIN.*

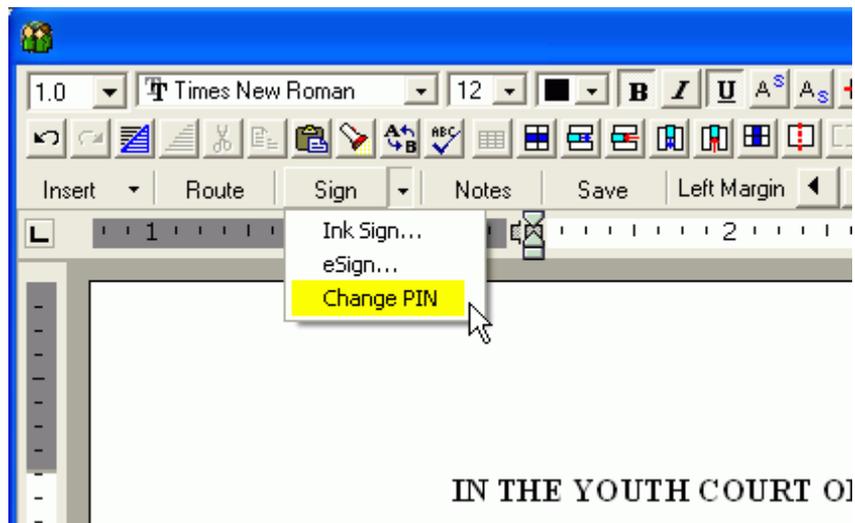


The signature will look similar to the image below.



23.5 - Change PIN on Signature Key

- ▶ **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.*



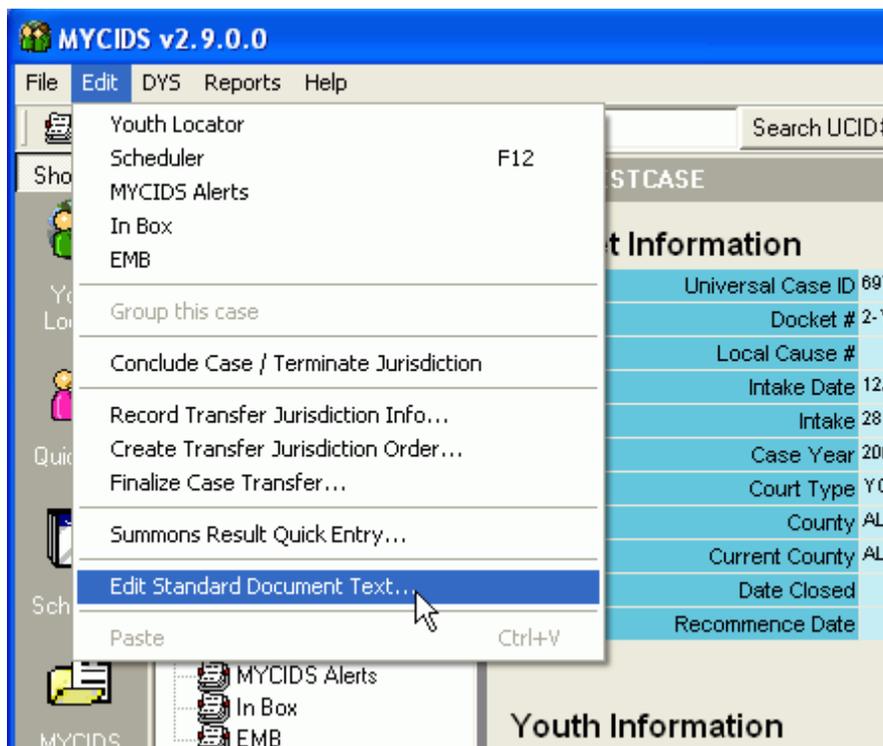
The following will appear when the PIN has been changed.



24-0 Standard Text

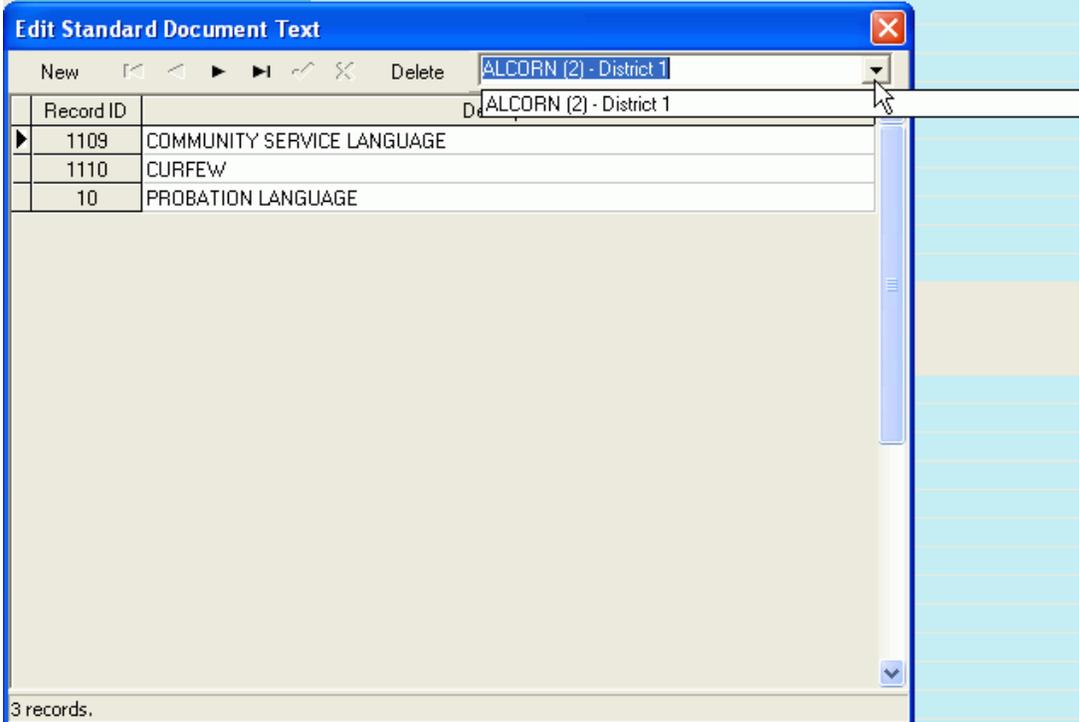
Creating Standard Text

- ▶ *Step 1 - Click on the Edit menu and choose Edit Standard Document Text...*

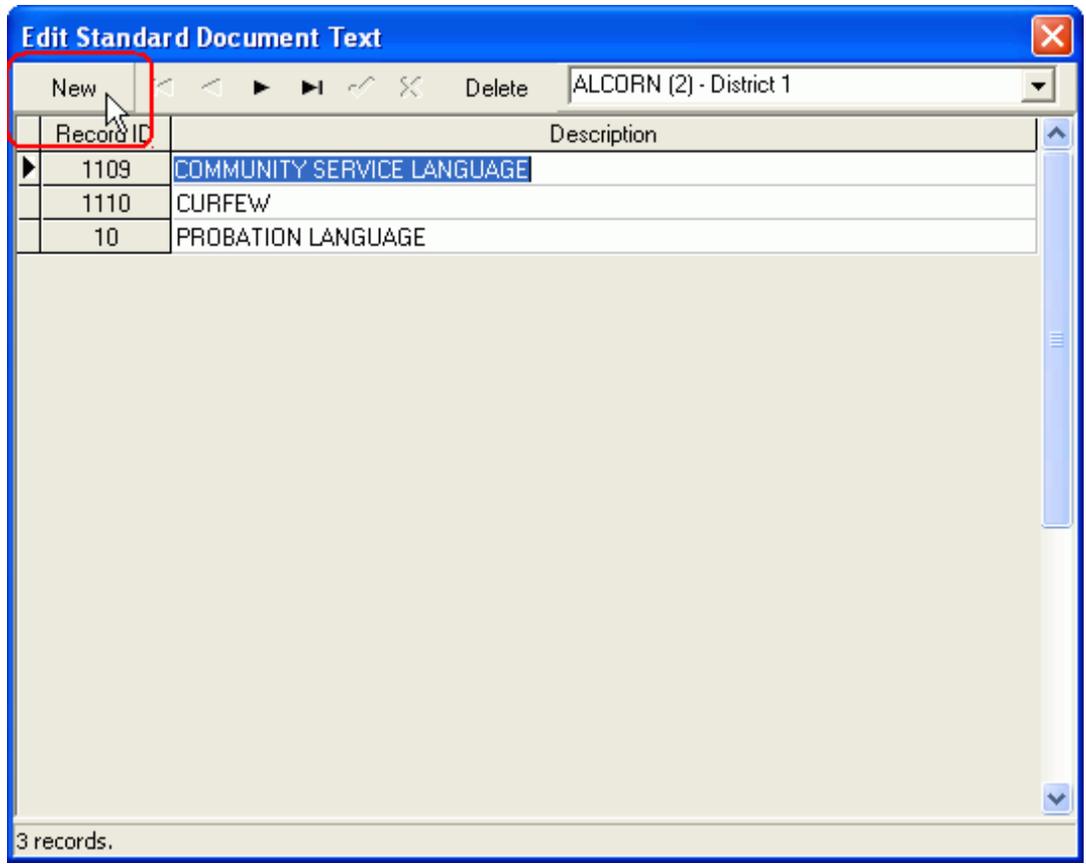


- ▶ *Step 3 - Choose the desired district.*

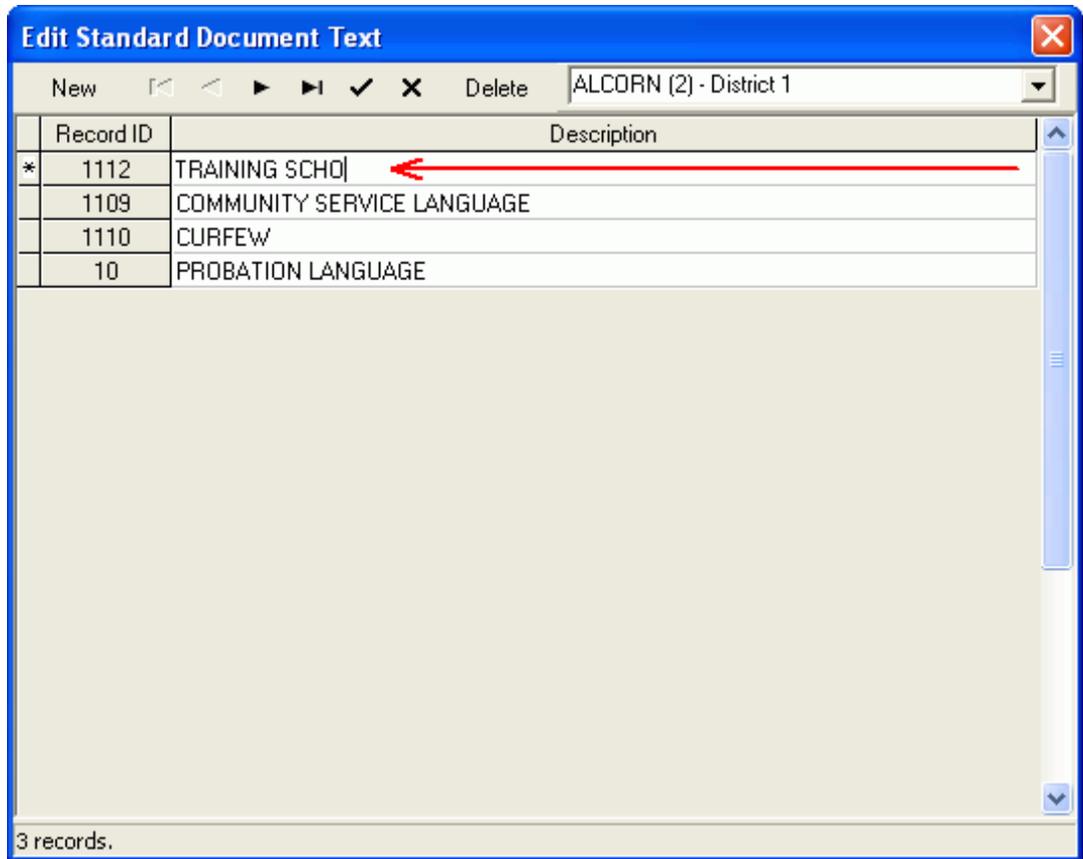
Choose the district. Depending on your individual user rights you may or may not have multiple districts to choose from.



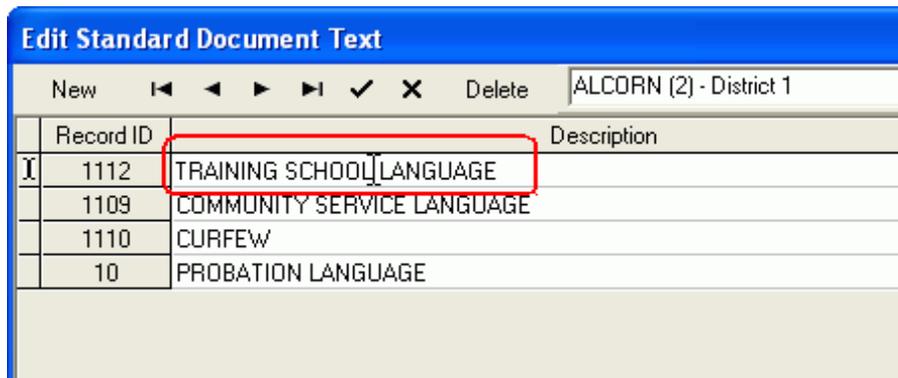
▶ *Step 4 - Click the new button.*



▶ *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](#)**

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 In Box' 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:

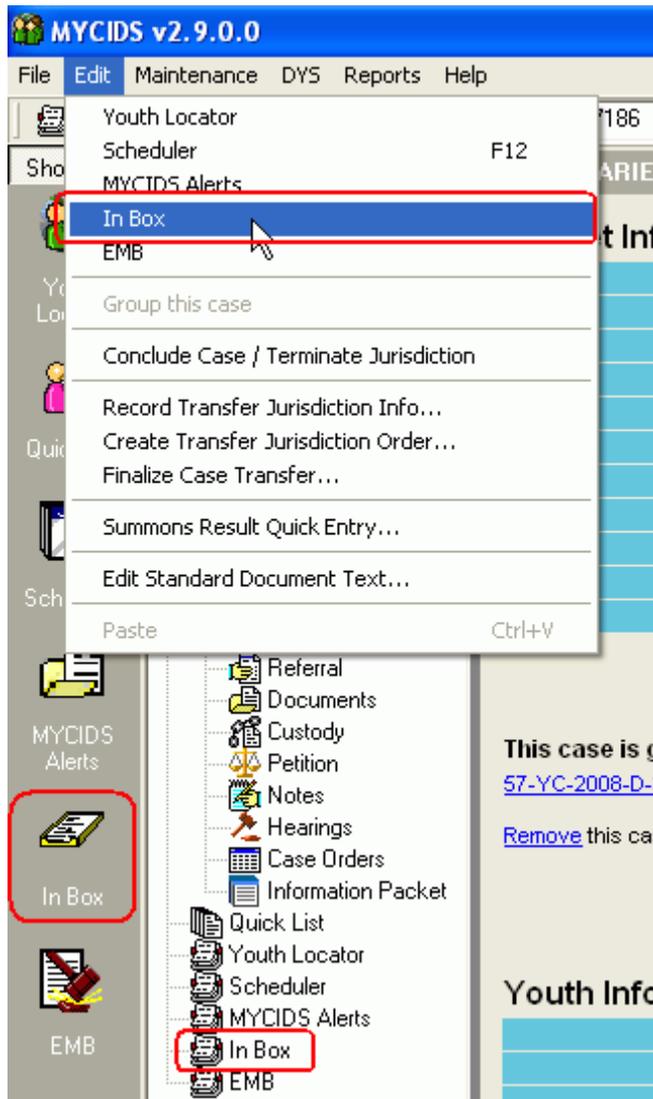
Description
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - PETITION DOCUMENT Document serial 358198 routed to JAMIE MCBRIDE(JKM) on Wednesday, February 18, 2009

- ▶ [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

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

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.

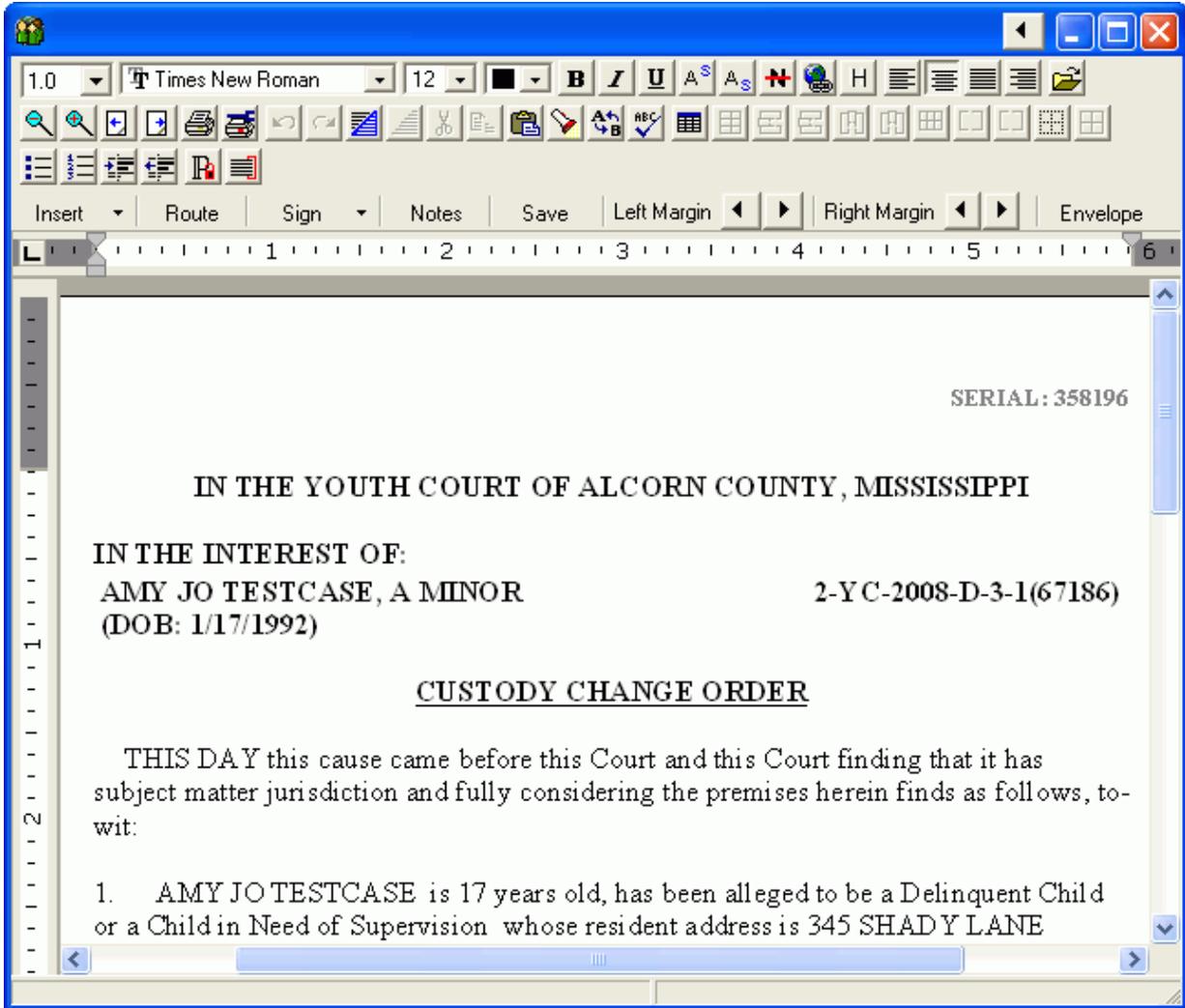
The following documents require your signature:

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

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.

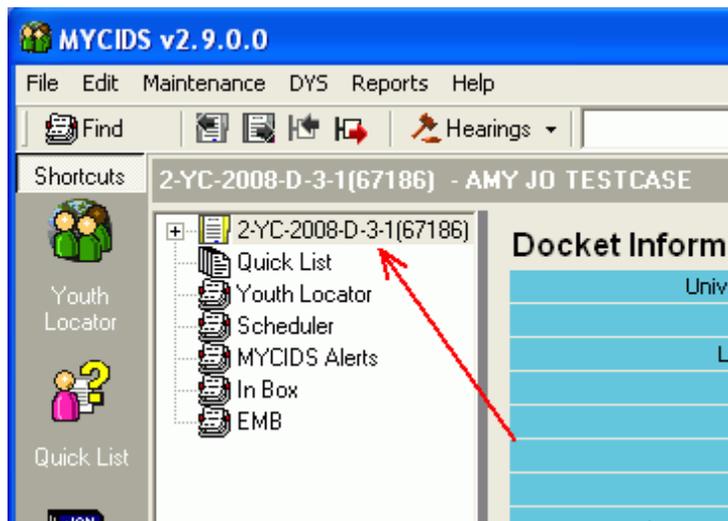
The following documents require your signature:

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:

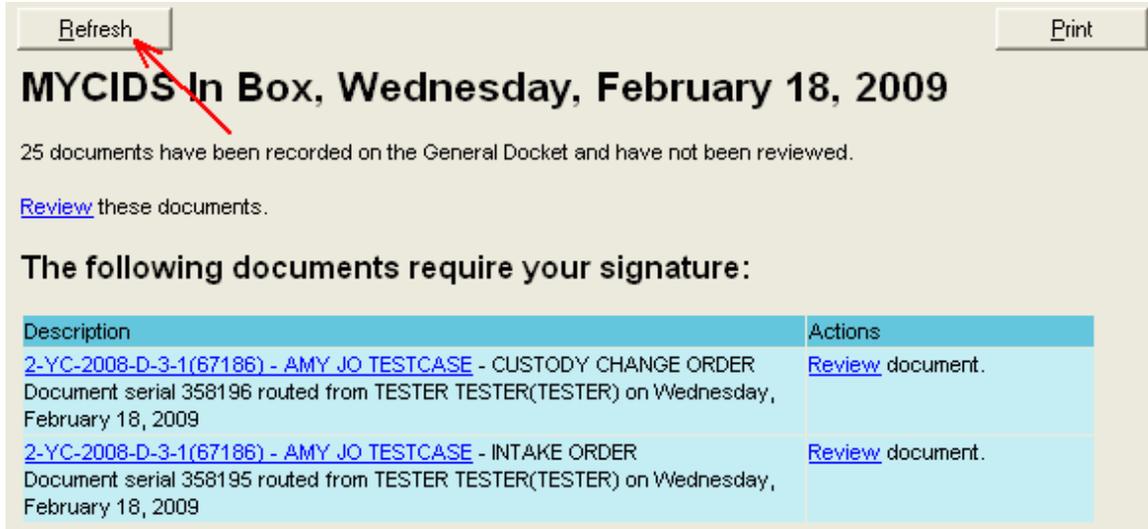
Description	Actions
2-YC-2008-D-3-1(67186) - AMY JO TESTCASE - DETENTION Document serial 358197 routed from TESTER TESTER(TESTER) on Wednesday, February 18, 2009	Review document.

The case opens in the case navigation panel.



25.4 - Refresh Inbox

Click the refresh button.



Refresh Print

MYCIDS In Box, Wednesday, February 18, 2009

25 documents have been recorded on the General Docket and have not been reviewed.

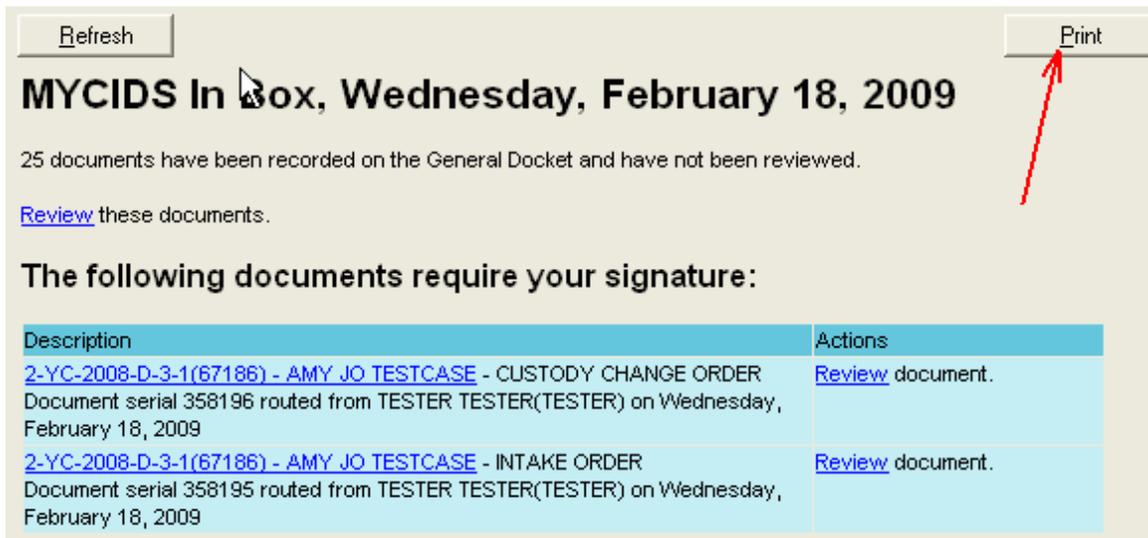
[Review](#) these documents.

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.

25.5 - Printing Inbox List

Click the Print button.



Refresh Print

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.

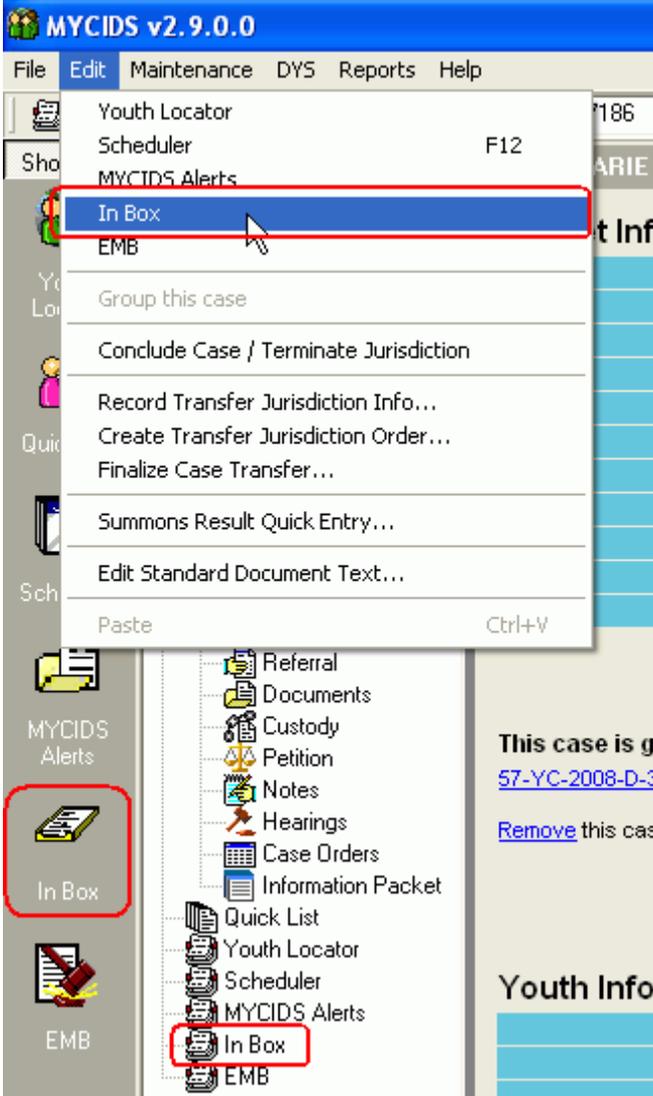
26-0 General Docket Document Review

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

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.

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

Click on the desired document in the list, and choose Download and view the selected document.

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 10:58:17	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

- ▶ *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 DOCUMEN
	<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	INTAF
<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.*



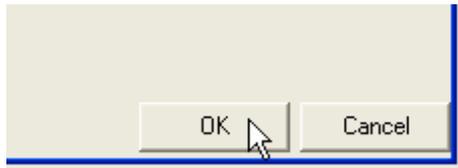
26.4 - Removing Documents from the General Docket Document Review

► *Step 1 - Click the Remove check box next to the items to remove.*

General Docket Document Review					
	Remove		Register to EMB	EMB Filed Date	Date
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:00
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:00
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		10/27/2008 11:00
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:00
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:00
I	<input checked="" type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 10:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00
	<input type="checkbox"/>		<input type="checkbox"/>		10/09/2008 11:00

Show Summons Documents
 Documents that have been recorded on the General Docket but have r

- ▶ *Step 2 - Click OK to close the document review window and the items will be removed.*



27-0 Electronic Minute Book (EMB)

- ▶ [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](#)

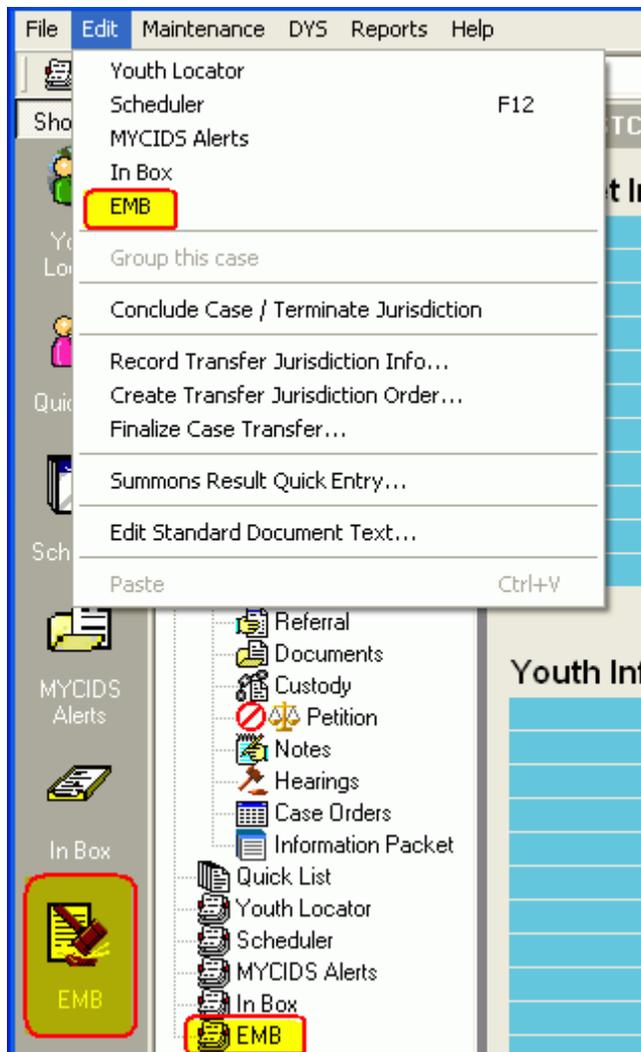
27.1 - Register Documents to the minute book

- ▶ 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

- ▶ *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.*



- ▶ *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

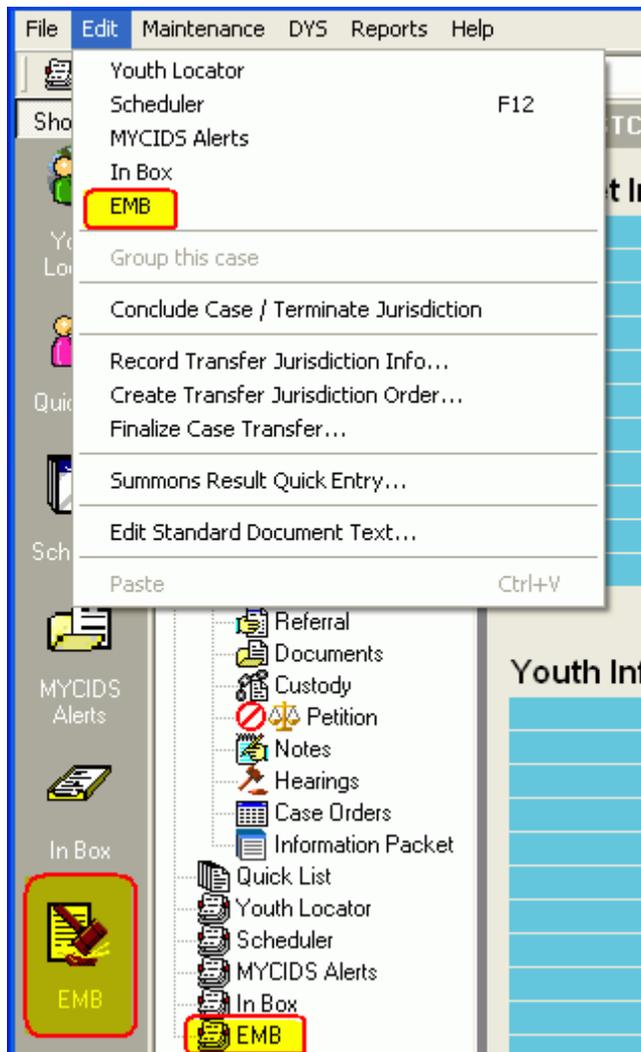
Filed Date	Submitted Date	Description	Status
03/26/2009	03/26/2009 9:10:04 AM	ADJUDICATION	Pending
03/26/2009	03/26/2009 9:10:04 AM	CONTEMPT	Pending
03/26/2009	03/26/2009 9:10:04 AM	DISPOSITION	Pending
03/26/2009	03/26/2009 9:10:04 AM	FIRST CALL	Pending
03/26/2009	03/26/2009 9:10:04 AM	INTAKE ORDER	Pending
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

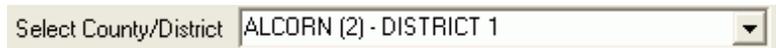
27.3 - Download EMB entry

- ▶ *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.*



- ▶ *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

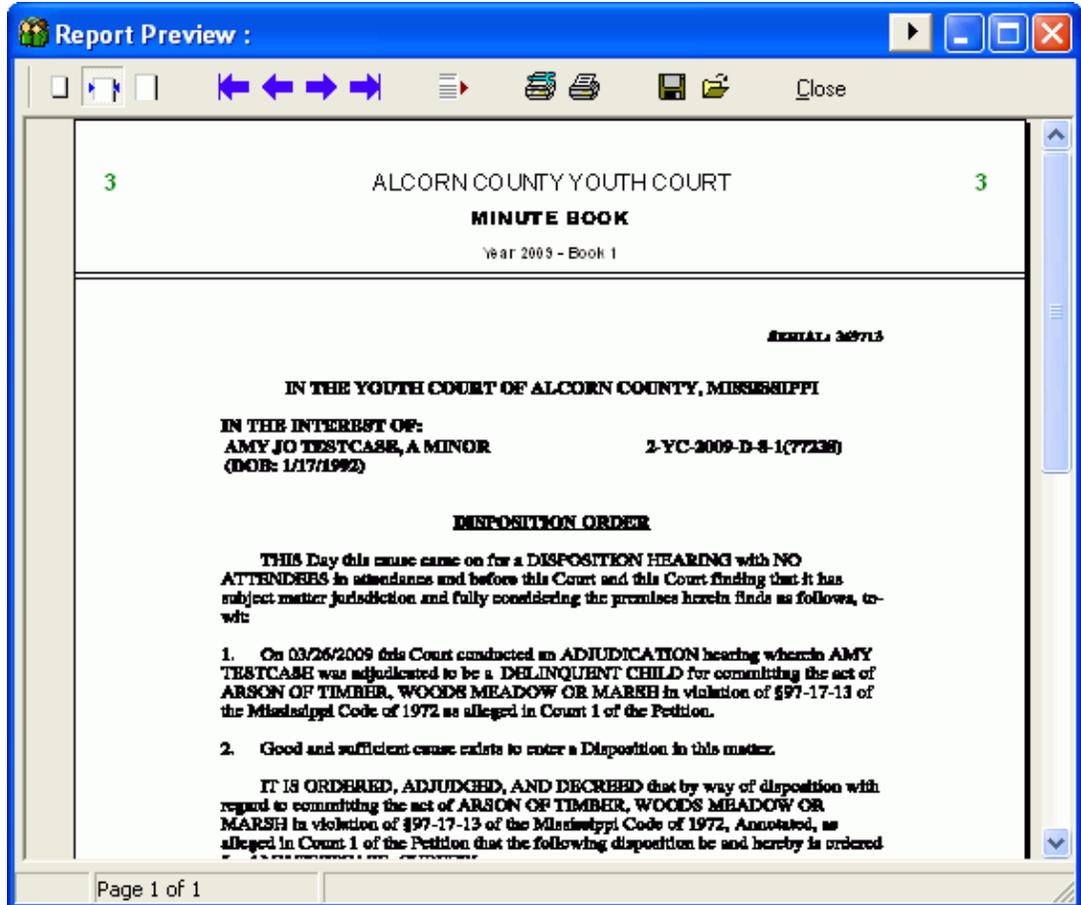
- [Download](#) the selected Electronic Minute Book entry.
- [Print](#) the selected Electronic Minute Book entry.
- [Print All](#) of the currently displayed Electronic Minute Book entries.
- [Replace](#) the selected Electronic Minute Book entry with a new document.

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.

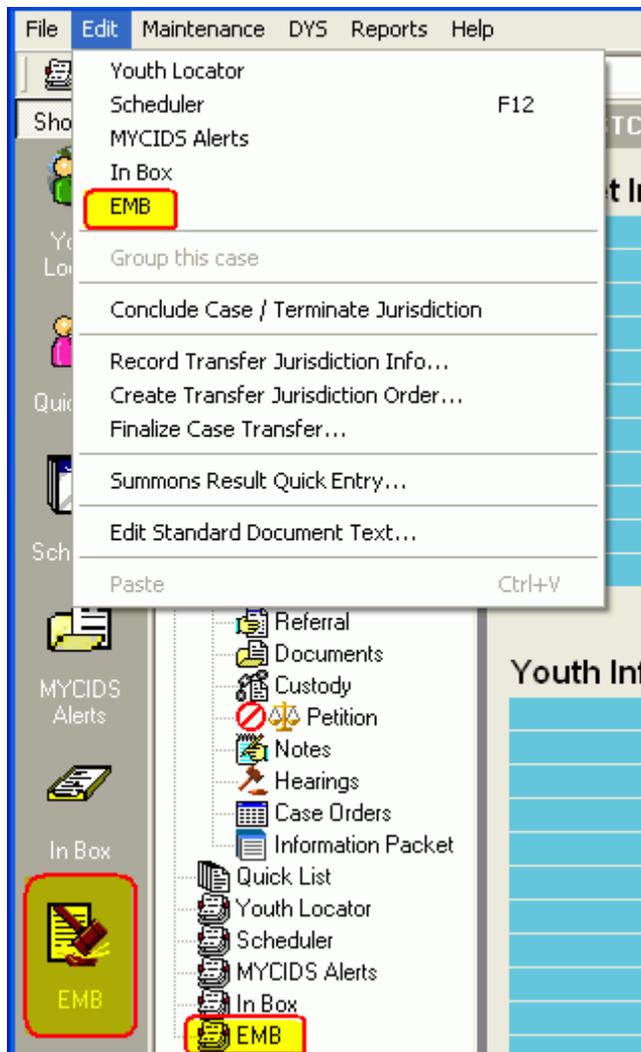


- ▶ *Step 4 - Click the "Download the selected Electronic Minute Book entry" from the list of actions.*

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.



- ▶ *Step 2 - If necessary, choose the County/District from the County/District drop down menu.*



- ▶ **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

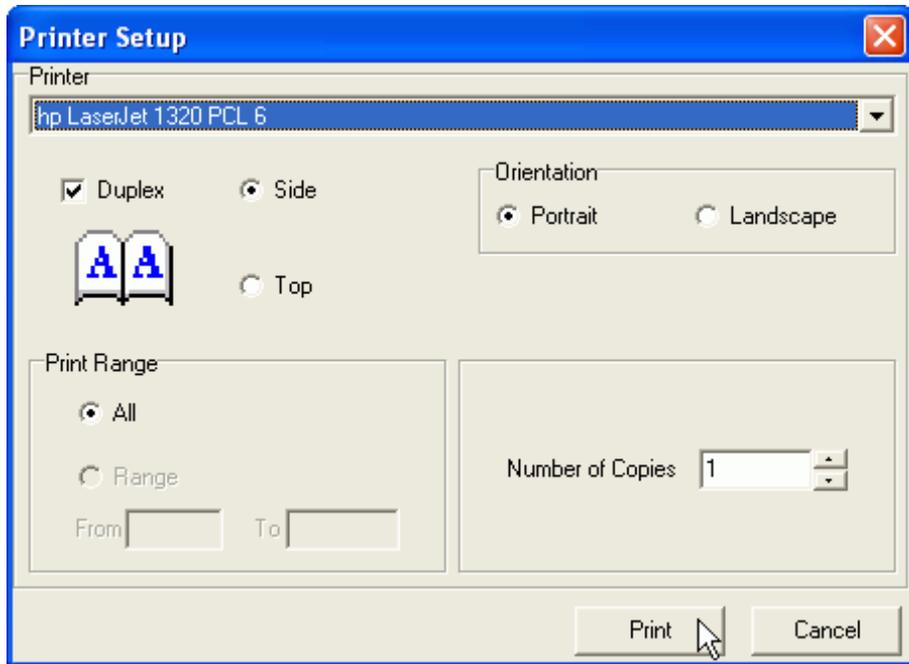
Select County/District:

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.



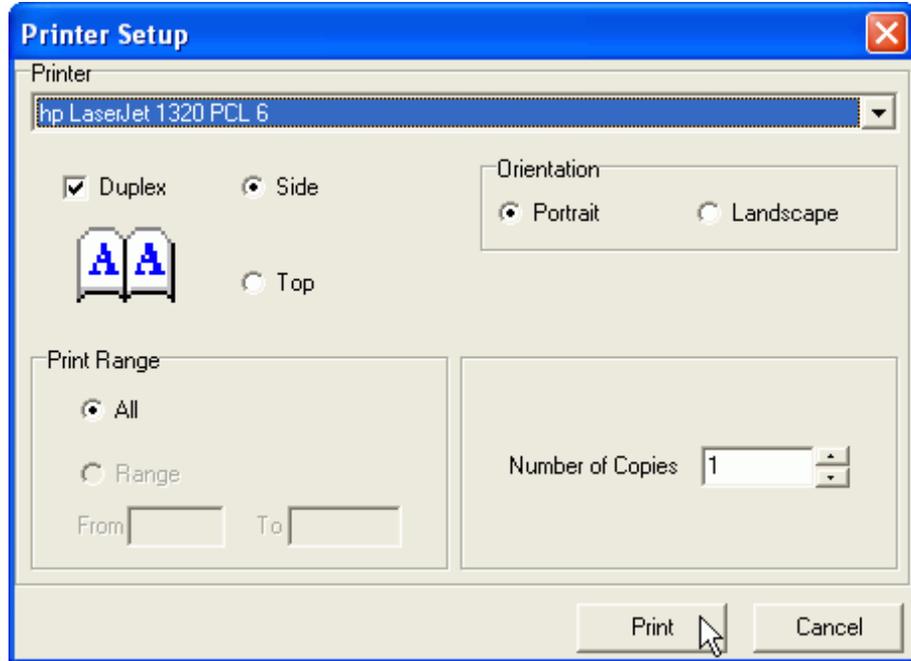
► *Print All*

Click the "Print all the currently displayed Electronic Minute Book entries" action from list of actions.

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.
- [Reprint](#) 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.

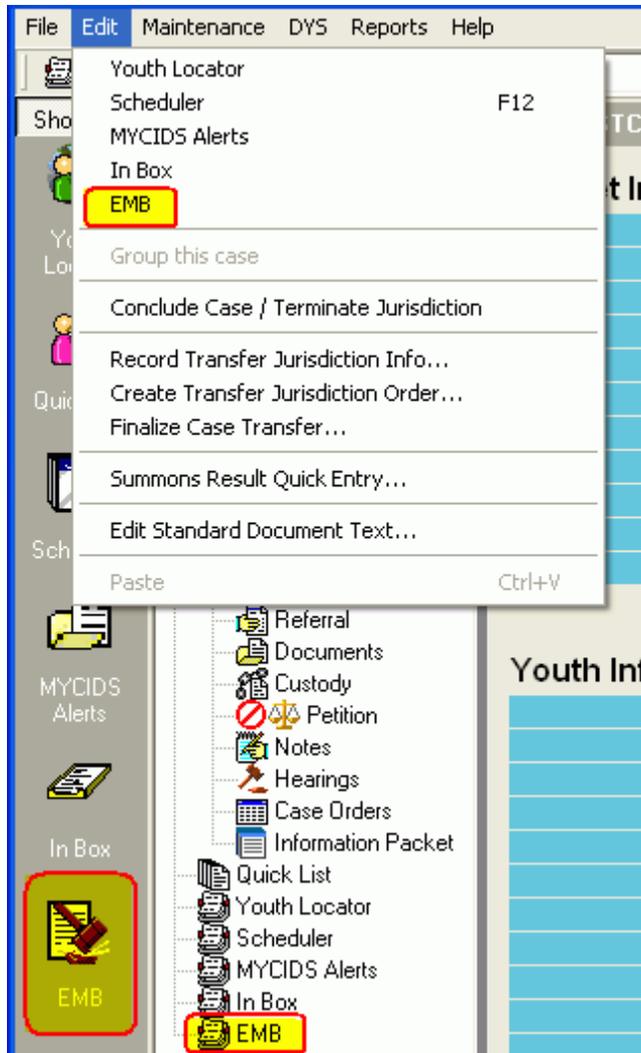
The Printer setup window opens. Make any desired changes and click the print button.



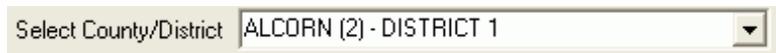
27.5 - Replace EMB entry

- ▶ *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.*



- ▶ *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

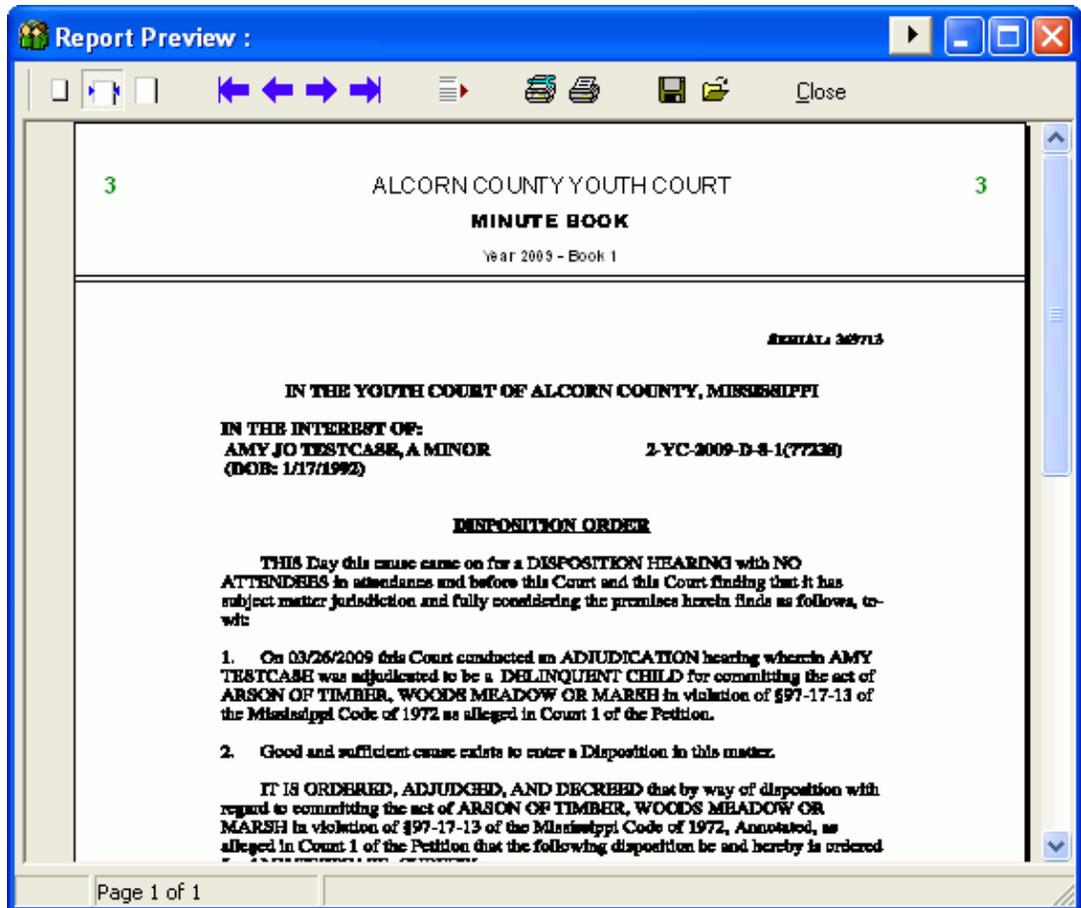
Select County/District:

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: 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.

- ▶ *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.*

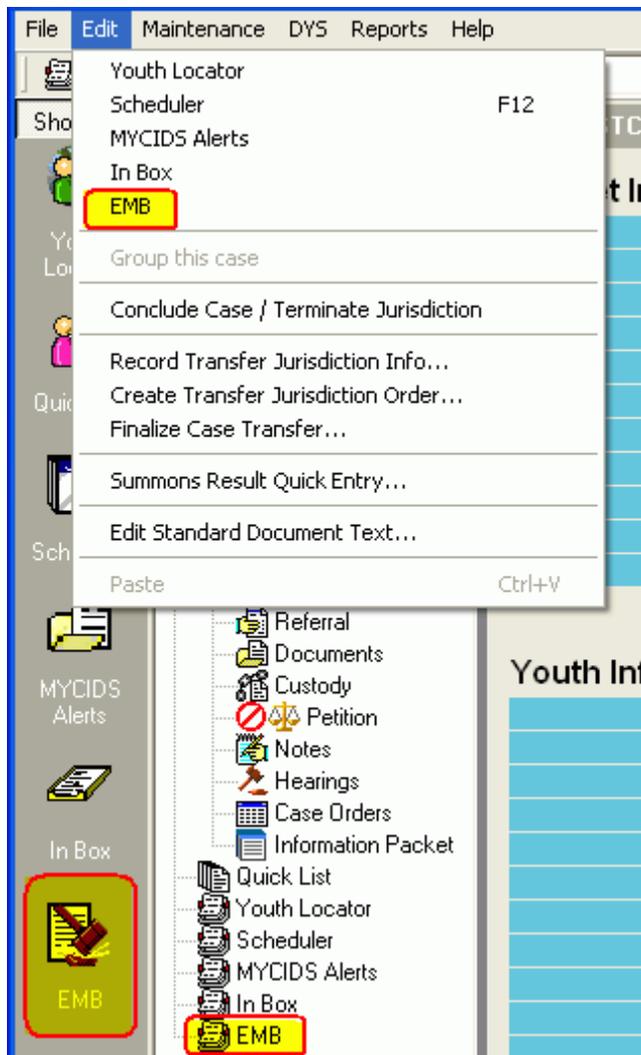
Replace the currently selected EMB Document with..						
		Replace EMB Document	EMB Filed Date	Date		Description
I		<input checked="" type="checkbox"/>	03/26/2009	03/26/2009 10:14:24	/	DISPOSITION
		<input type="checkbox"/>		03/26/2009 10:15:50	/	INTAKE ORDER
		<input type="checkbox"/>		03/26/2009 10:15:53	/	INTAKE ORDER

Click the OK button.

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.*



- ▶ *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

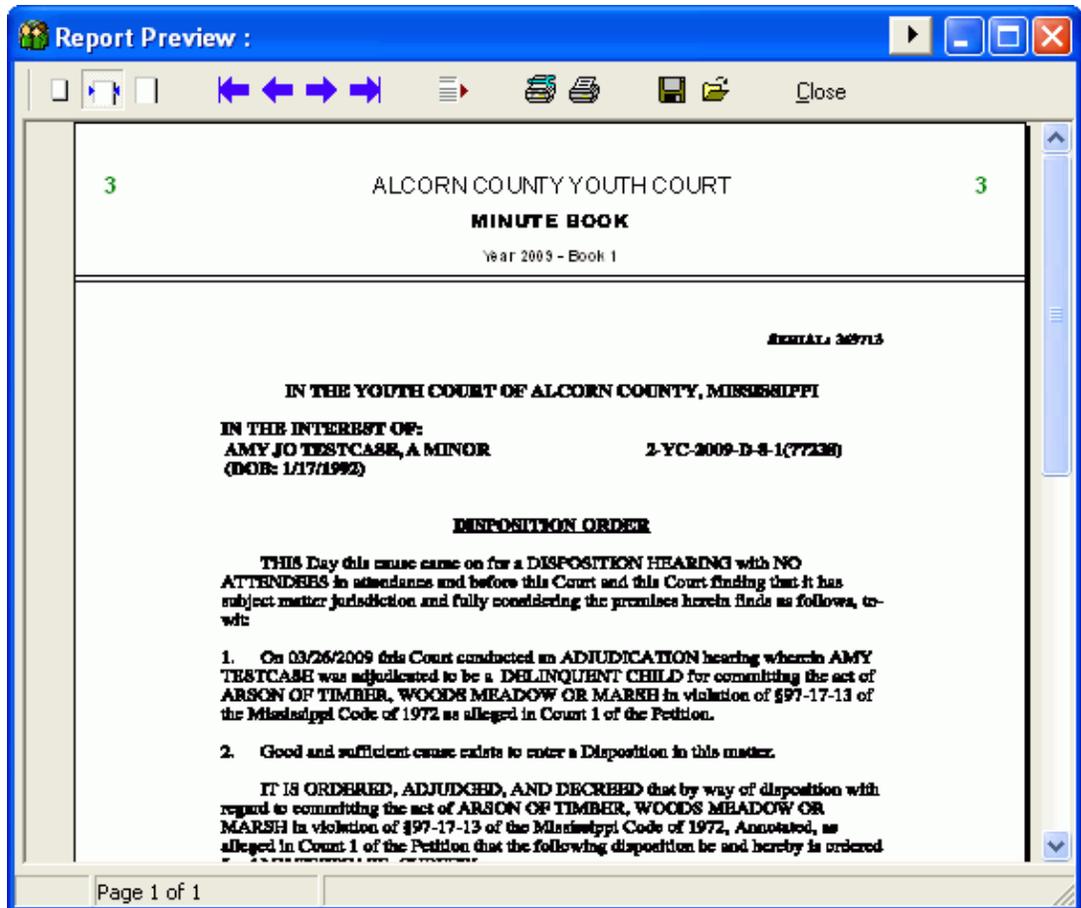
Select County/District:

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:

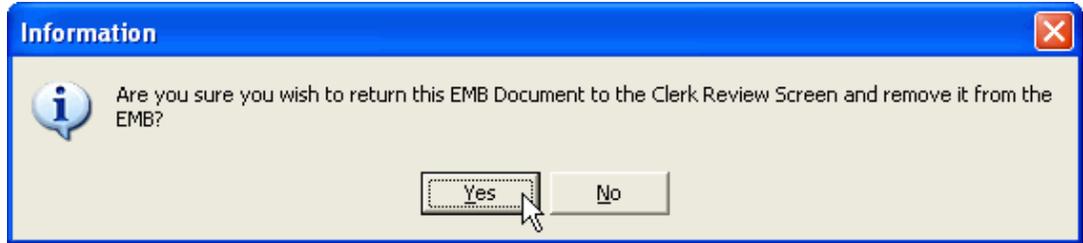
ACTIONS

- [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.

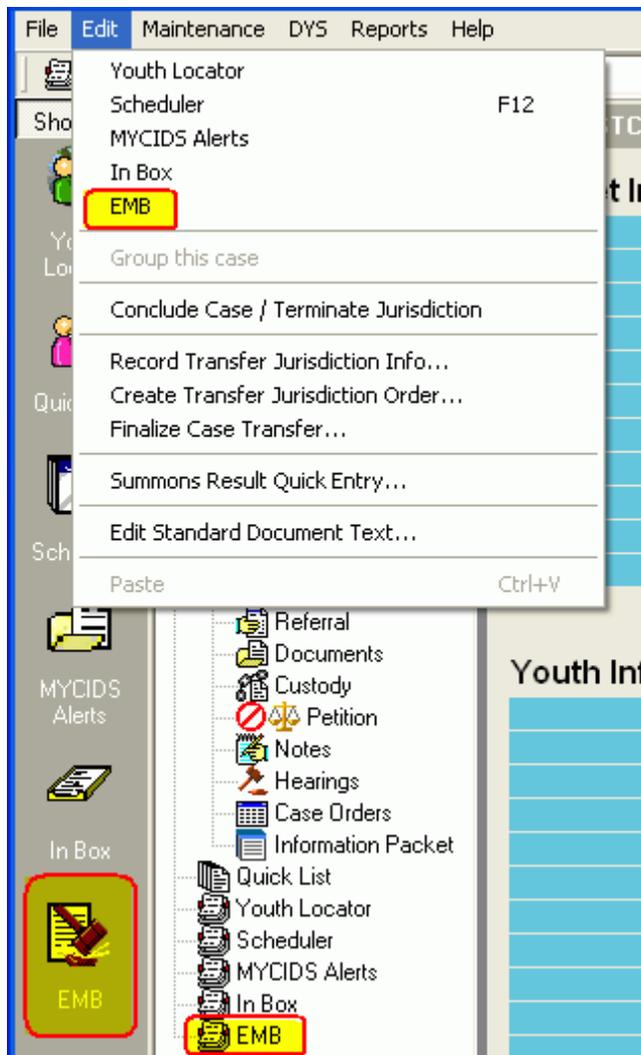
Choose Yes from the window that opens to return the selected entry.



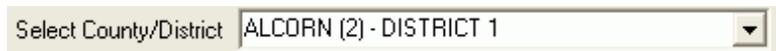
27.7 - Search the EMB

- ▶ *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.*



- ▶ *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.

28-0 Scheduler

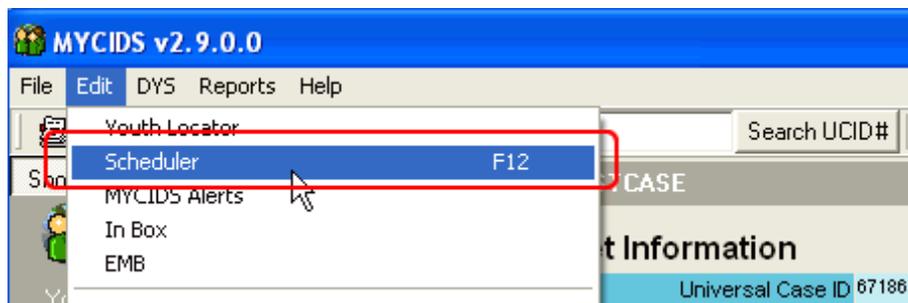
The Scheduler is an electronic calendar of events. Hearings scheduled in the course of court business are reflected on the court calendar, as well as events manually added by the district staff.

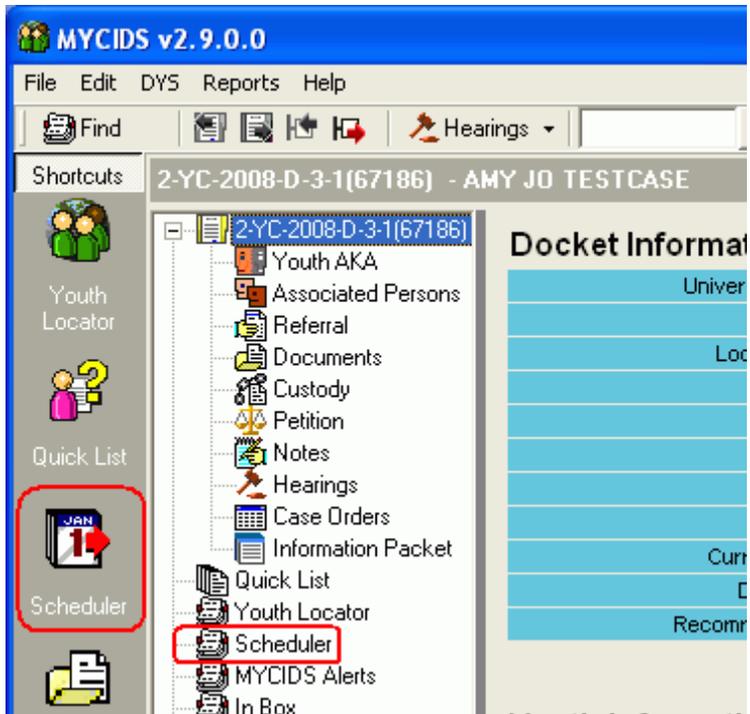
The scheduler includes a calendar and a viewing area below the calendar which displays events for the date selected in the calendar

- ▶ [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

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

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.



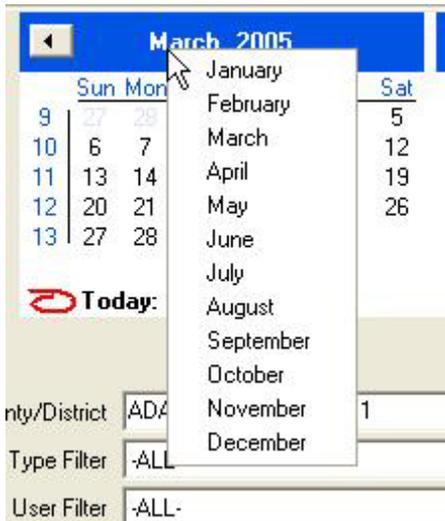
Select a new date by clicking on the day in the calendar.



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.



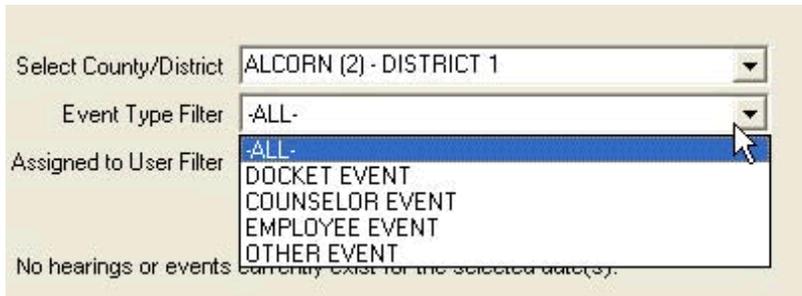
Select a different year by clicking the year to reveal a control to adjust the year number up or down.



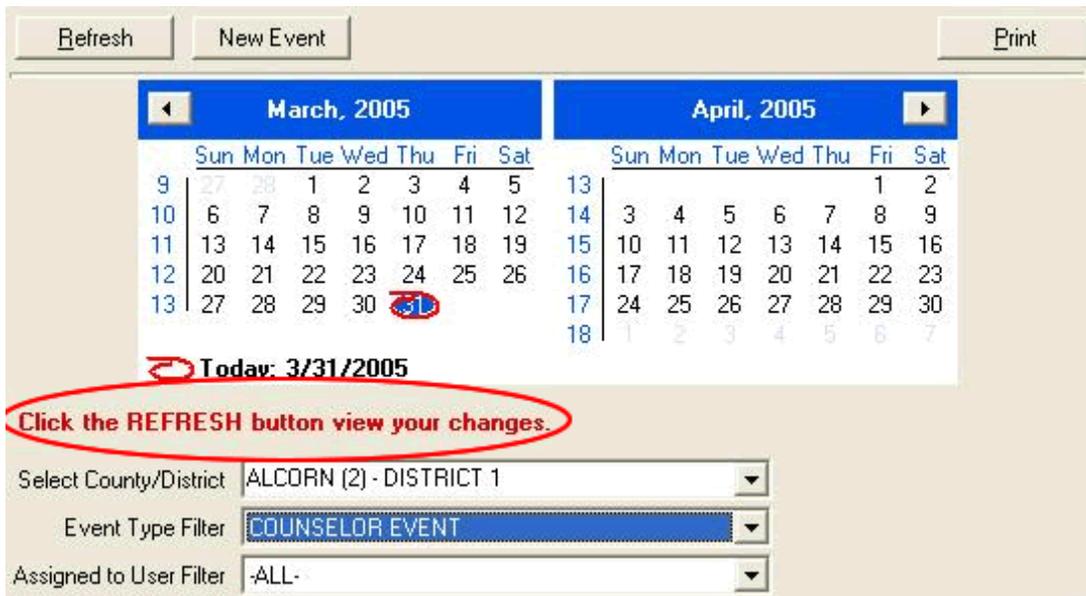
System users who have rights in multiple counties may select the County/District schedule they wish to view. Most system users will default to one assigned county.



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.



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

- ▶ *Step 1 - From the Scheduler, Click on the New Event button.*

Refresh **New Event**

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

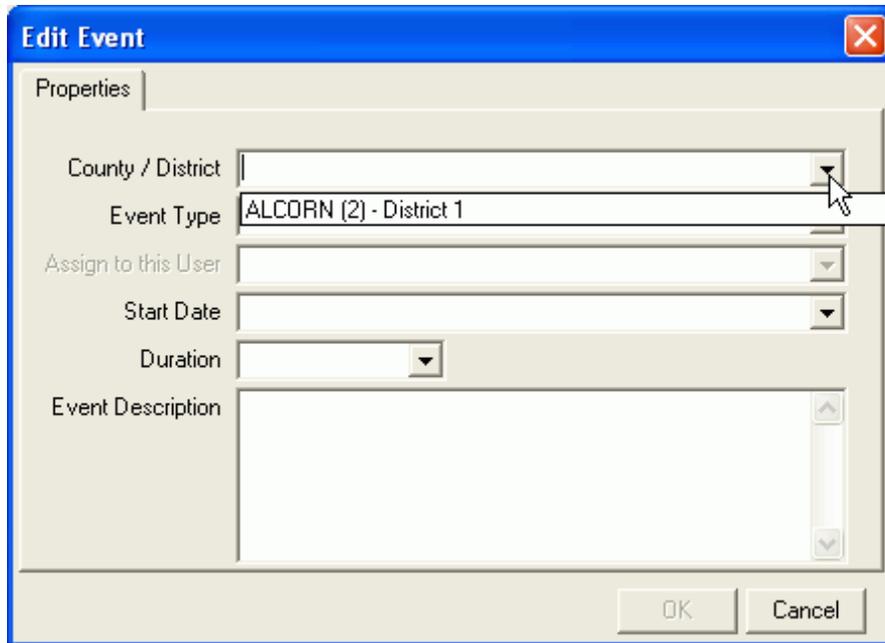
Select County/District:

Event Type Filter:

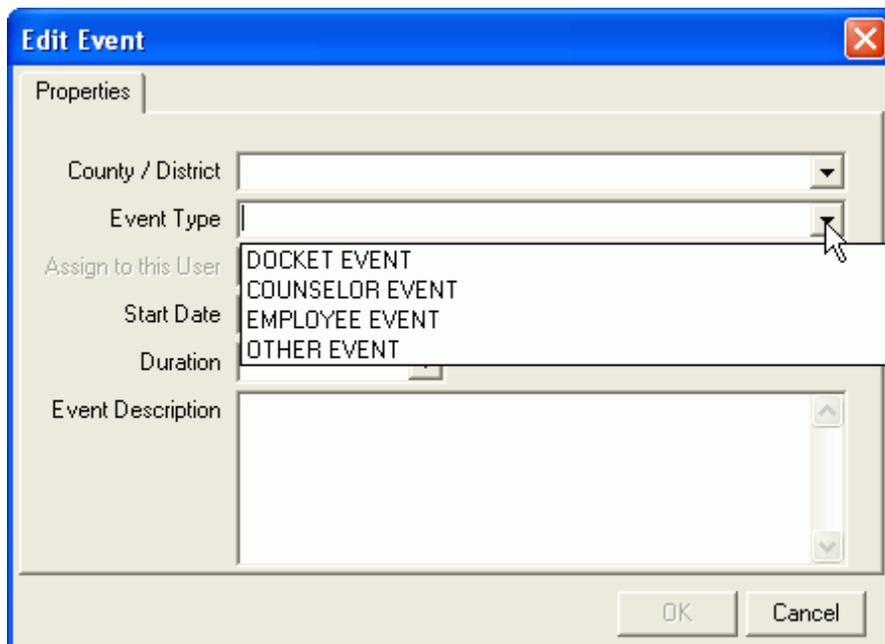
Assigned to User Filter:

- ▶ *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).

Edit Event

Properties

County / District: ALCORN (2) - District 1

Event Type: COUNSELOR EVENT

Assign to this User: [Dropdown Menu]

Start Date: MYCIDS EVALUATOR

Duration: MICHAEL JONES

Event Description: JAMIE MCBRIDE
Rex Mohon
TESTER TESTER

OK Cancel

Enter the date & time.

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: [Dropdown Menu]

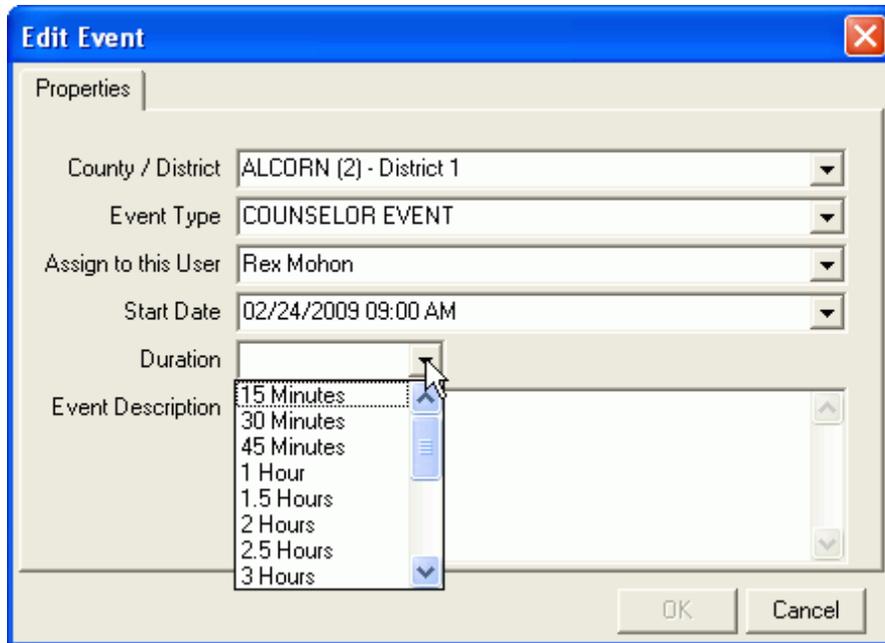
Event Description:

February, 2009

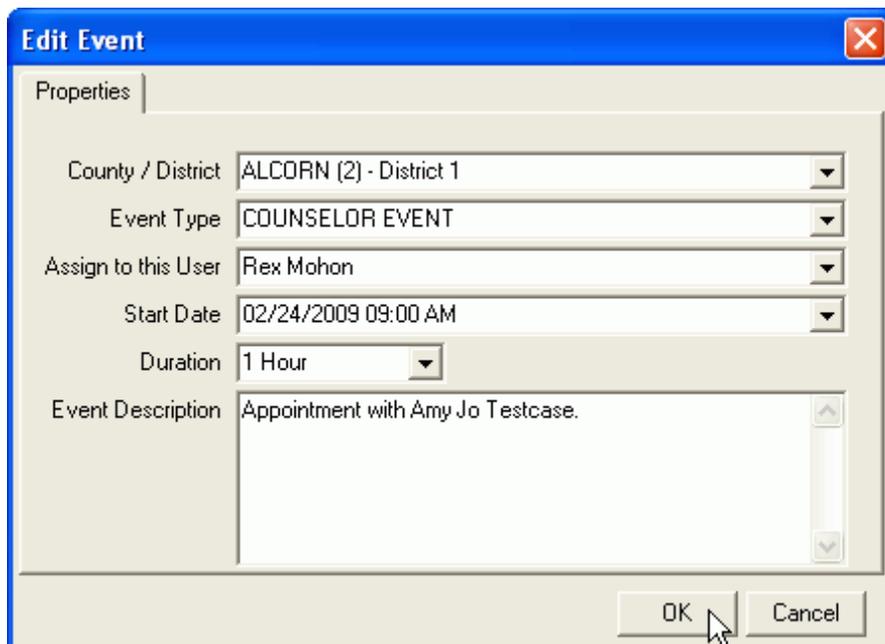
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Today: 02/24/2009

Choose the duration from the drop down menu.



Type in the Event Description.



► *Step 3 - Click OK.*

Edit Event [X]

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

- *Step 1 - From the Scheduler, choose the dates to print the calendar for.*

Select date(s)

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

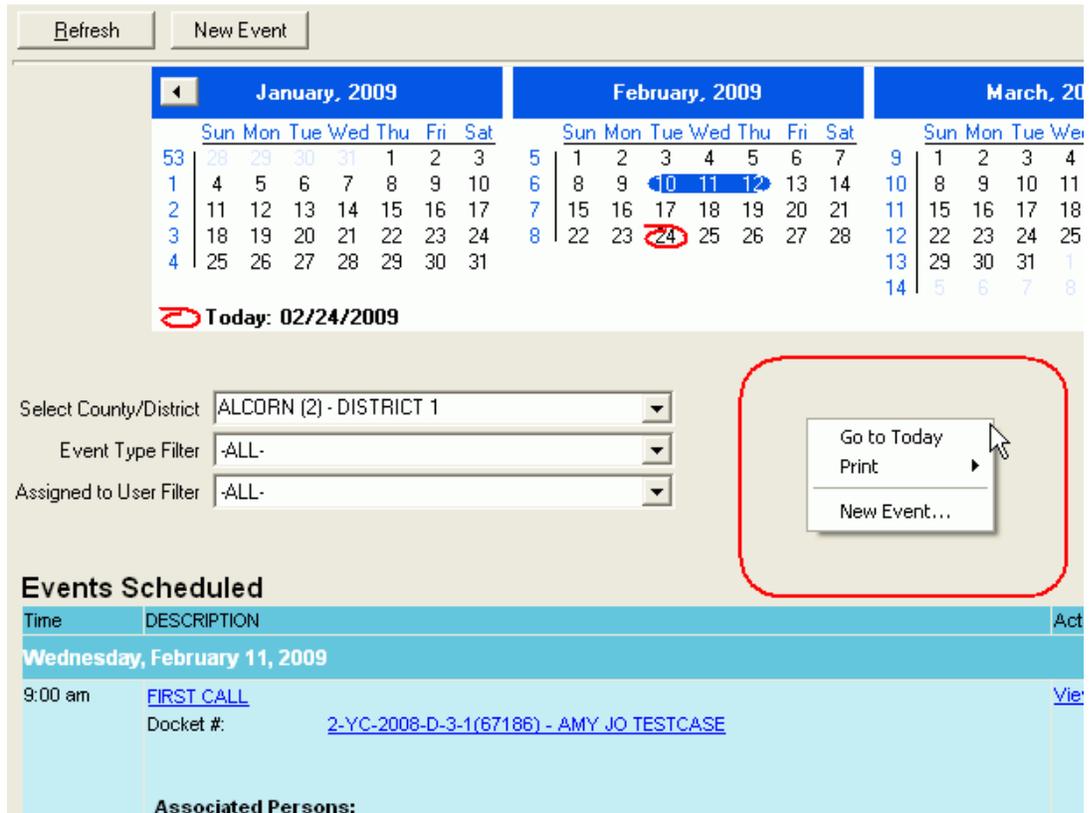
Select County/District: ALCORN (2) - DISTRICT 1

Event Type Filter: -ALL-

Assigned to User Filter: -ALL-

- ▶ *Step 2 - Right-click the mouse and make the selection for the desired calendar.*

This brings up a menu to choose from.

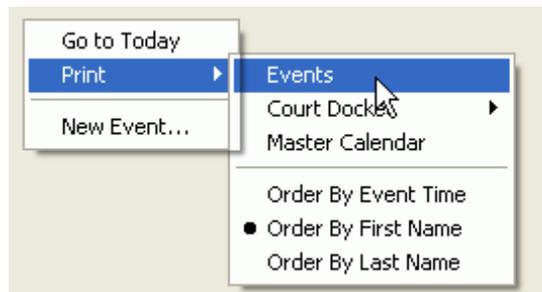


Choose print from the menu.

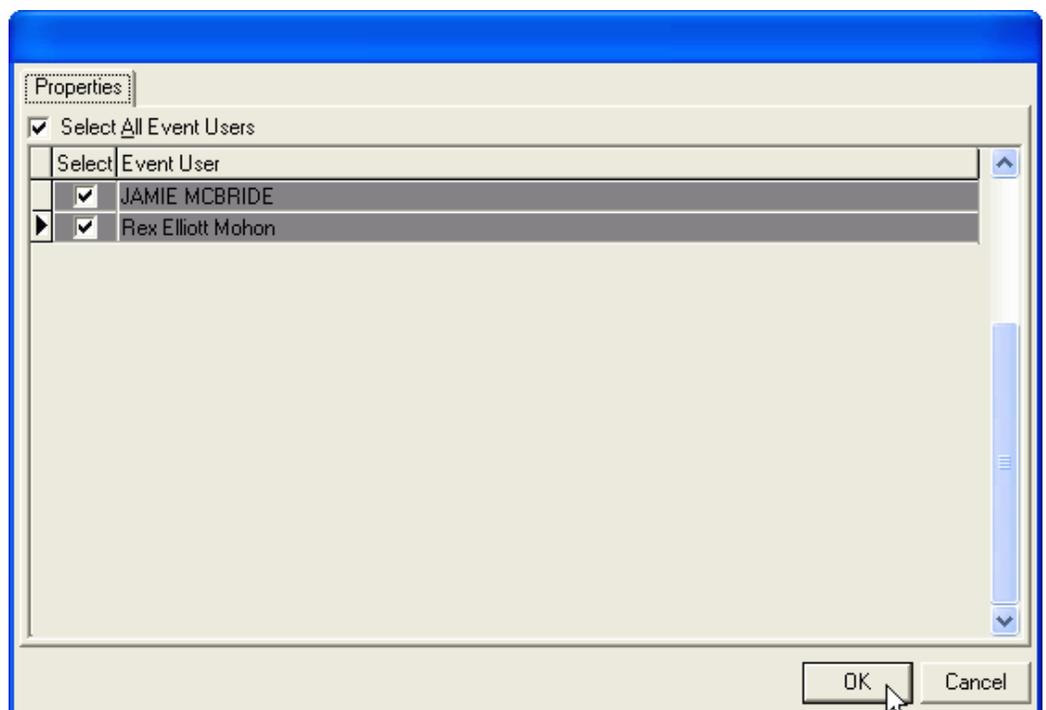


- *Print Events Calendar*

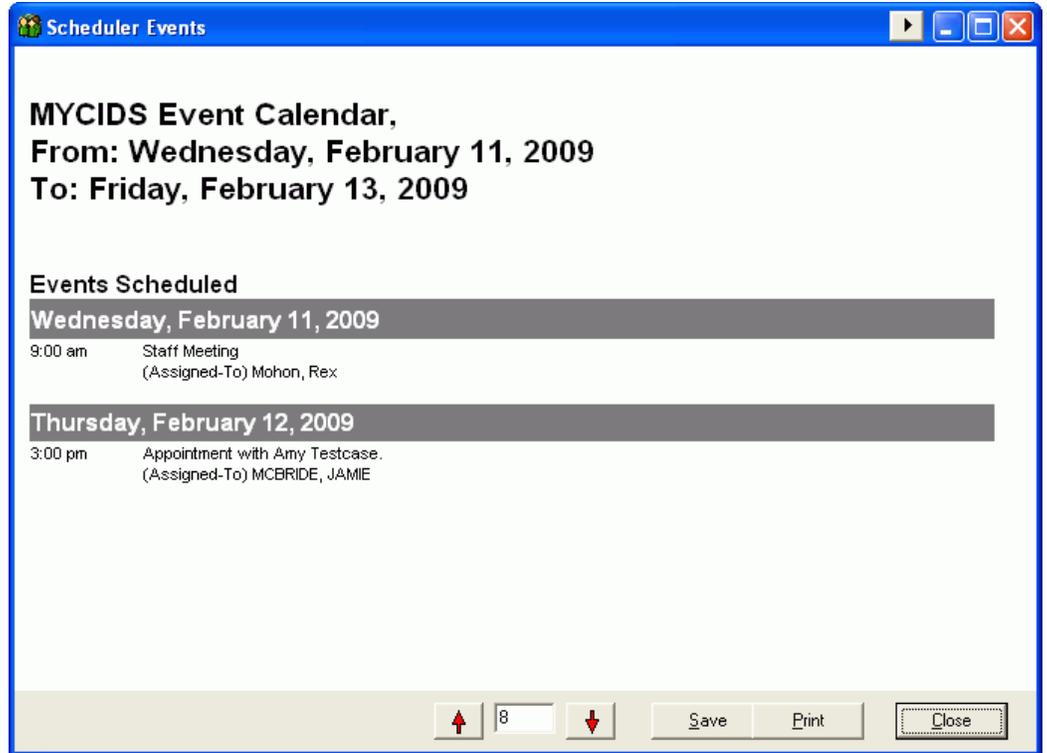
Choose Events.



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.

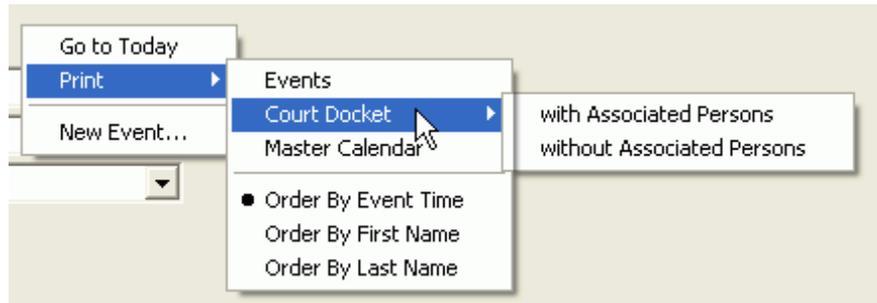


After clicking OK, the calendar will open.

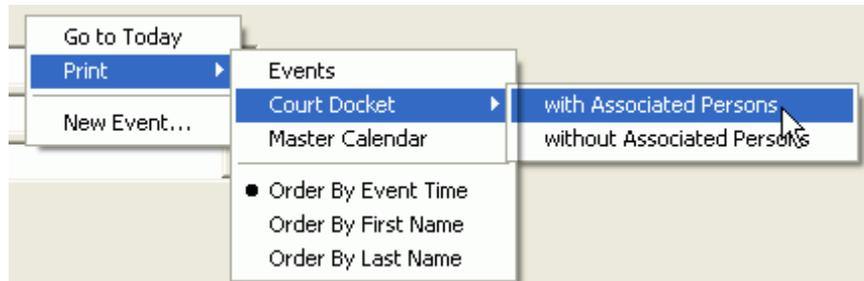


- *Print Court Docket Calendar*

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.

Court Docket

Alcorn County Youth Court Docket

Wednesday, February 11, 2009

9:00 am **FIRST CALL**
Docket #: 2-YC-2008-D-3-1(67186) - AMY JO TESTCASE

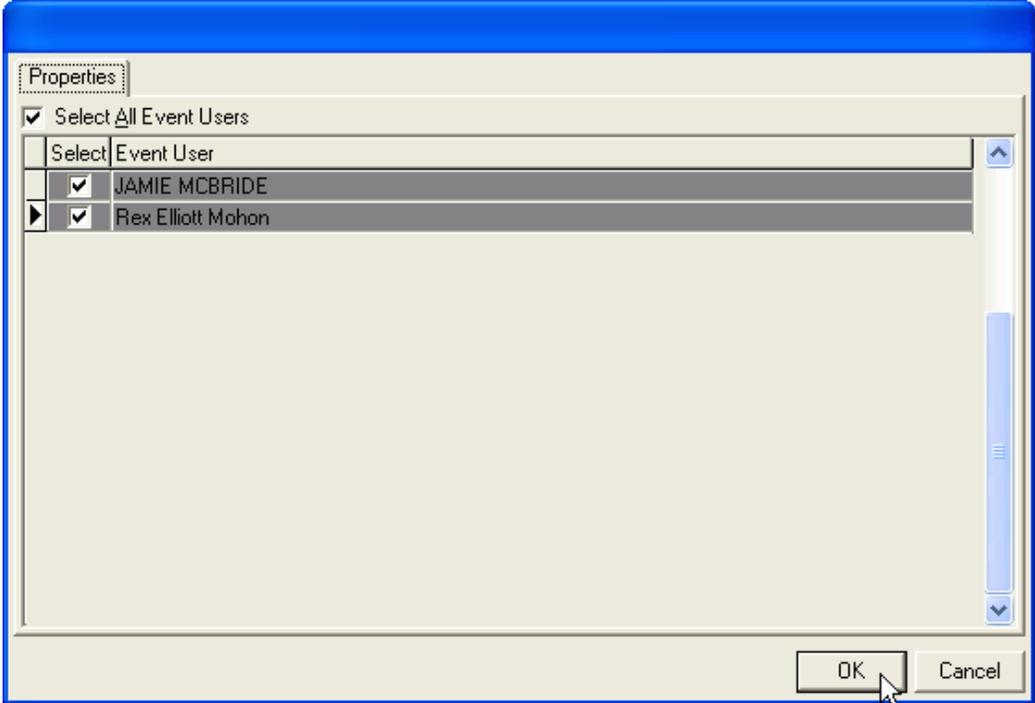
Associated Persons:	Court Actions and Notes:
DETENTION CENTER ALCORN COUNTY (COUNTY DETENTION CENTER)	_____
JIMMY B. FISHER (PRESIDING)	_____
TESTER JUDGE (PRESIDING)	_____
JAMIE KELLY MCBRIDE (PROSECUTING ATTORNEY)	_____
SONYA DAVN CHILDS PHILLIPS (PROSECUTING ATTORNEY)	_____
AMY JO TESTCASE (YOUTH)	_____
JACK LEE TESTCASE (FATHER - BIOLOGICAL)	_____
JILL MARY TESTCASE (MOTHER - BIOLOGICAL)	_____
BOBBY TESTCASE (GUARDIAN AD LITEM - ATTORNEY)	_____

8 Save Print Close

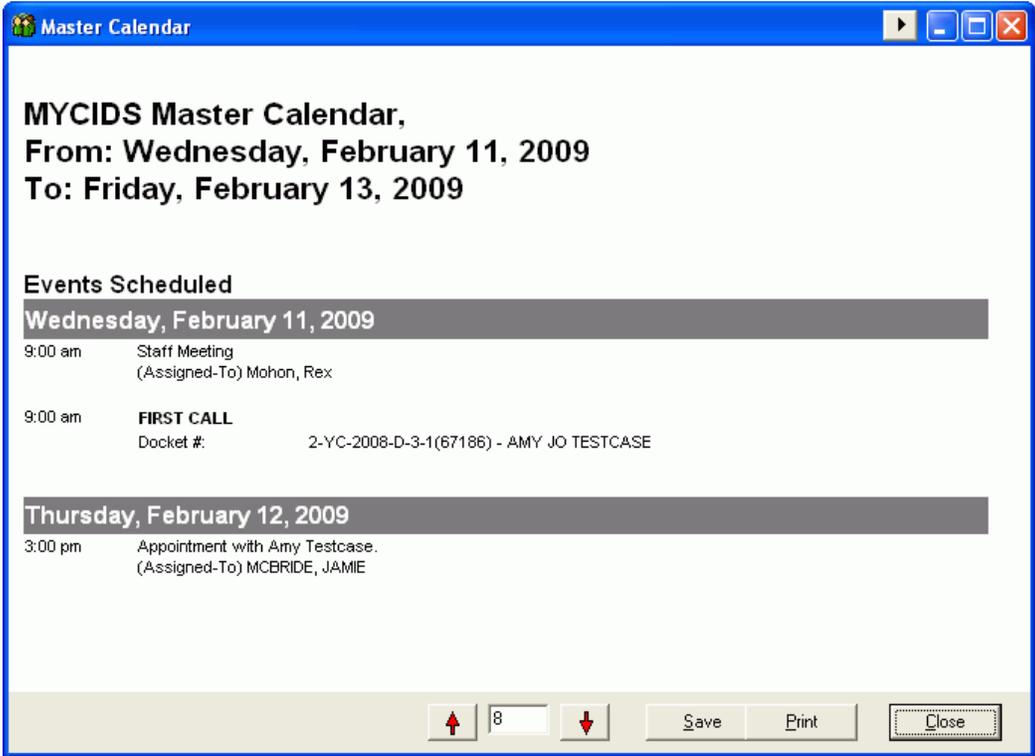
- *Print Events Calendar*

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

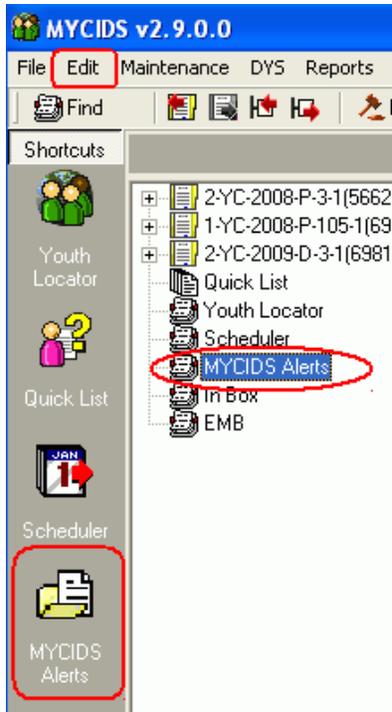
For the Events Scheduled, there is an Actions column. To perform any of these event Actions click on the action next to the event. These actions will vary depending on the event type and the progress of the event.

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

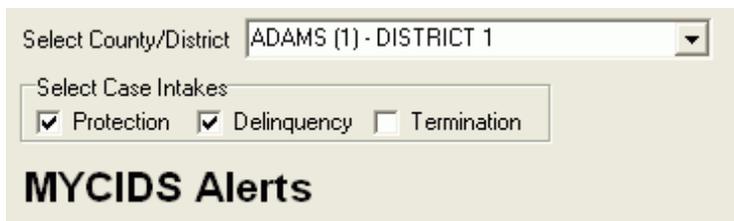
29-0 Alerts

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

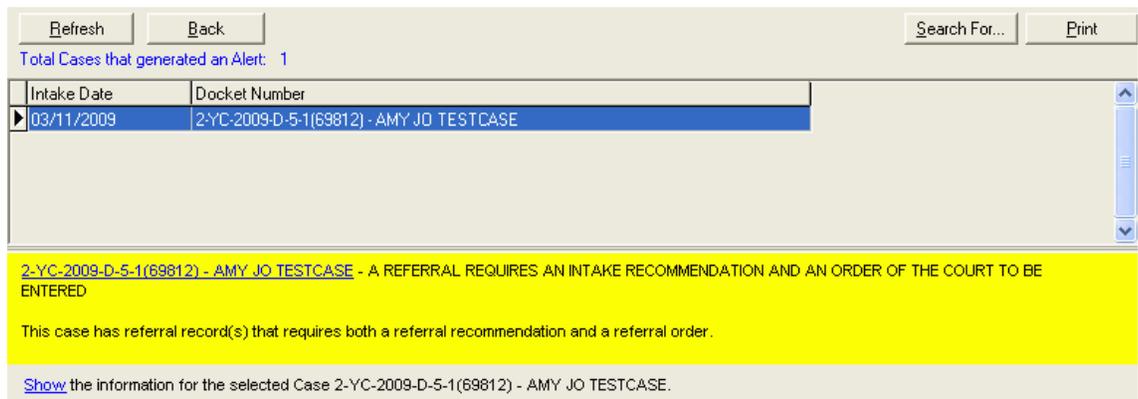
Intake Alerts:

- [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 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

▶ *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

► *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

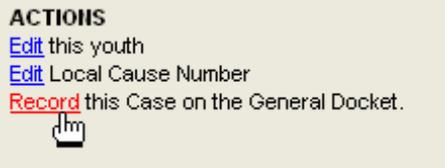
A custody change with Reasonable Efforts Made must be made within 30 days of the initial removal of the child from their PPC.

29.4 Record to General Docket Alerts

► *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 A	JILL MARY TESTCASE - MOTHER - BIOLO	BENTON C

< []

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](#).

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

Total Cases that generated an Alert: 14

[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

- ▶ *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

- ▶ *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 first row has "09/05/2008" and "2-YC-2008-D-3-1(67186) - AMY JO77 TESTCASE". The second row has "12/04/2008" and "5-YC-2008-D-2-1(71402) - AMY JO TESTCASE". Below the table, there is a yellow box containing the 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.

Refresh Back

Total Cases that generated an Alert: 4

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

[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
▶ <input type="checkbox"/> DETENTION CENTER ALCORN COUNTY	12	12	0
<input type="checkbox"/> 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](#) Paren/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	t

◀

Show Summons Documents

For more information on Document Modification requests see [34.0 - Case Removal & Unlocking Documents](#).

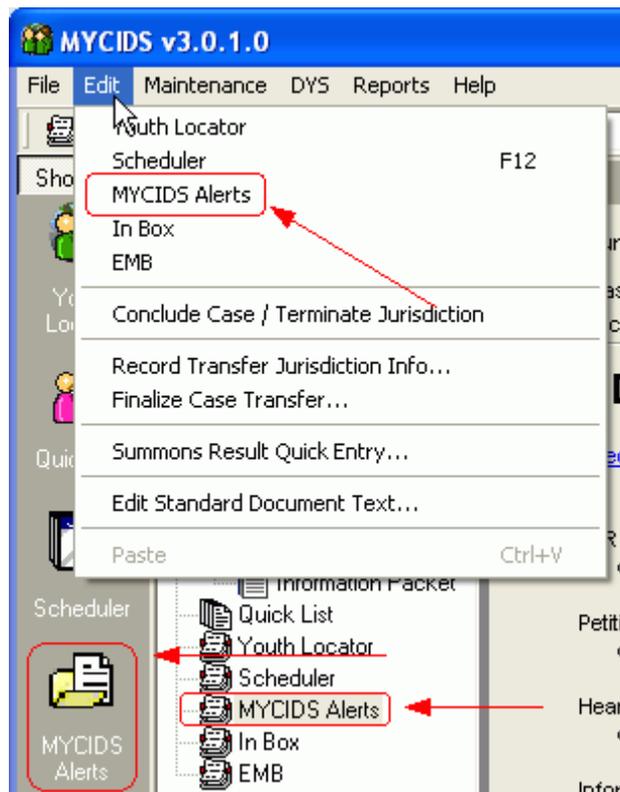
30-0 TPR

30.0 - TPR (Termination of Parental Rights)

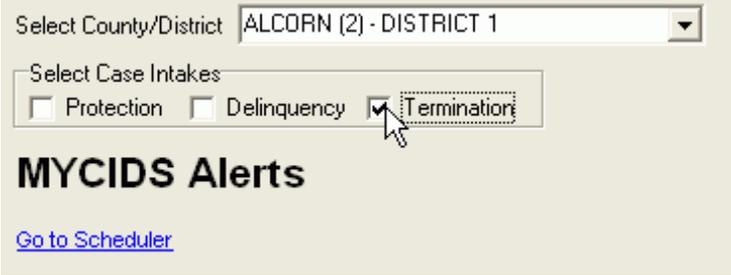
Once an action of TPR (Termination of Parental Rights) is given at a Disposition hearing, a TPR case alert will display in the alerts section of MYCIDS.

- ▶ *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 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

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) 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.

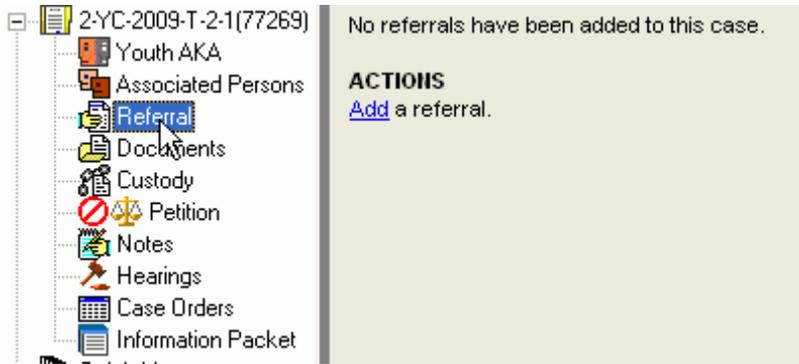
[Create](#) Termination Case.

Complete the Intake process. **Be sure to choose Termination for the case type.**

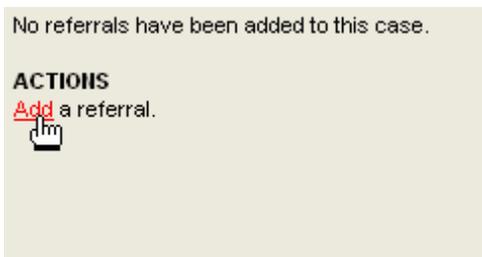
For help on the intake process see section 3.2 - New Intake for Existing Youth.

► *Adding TPR Referrals*

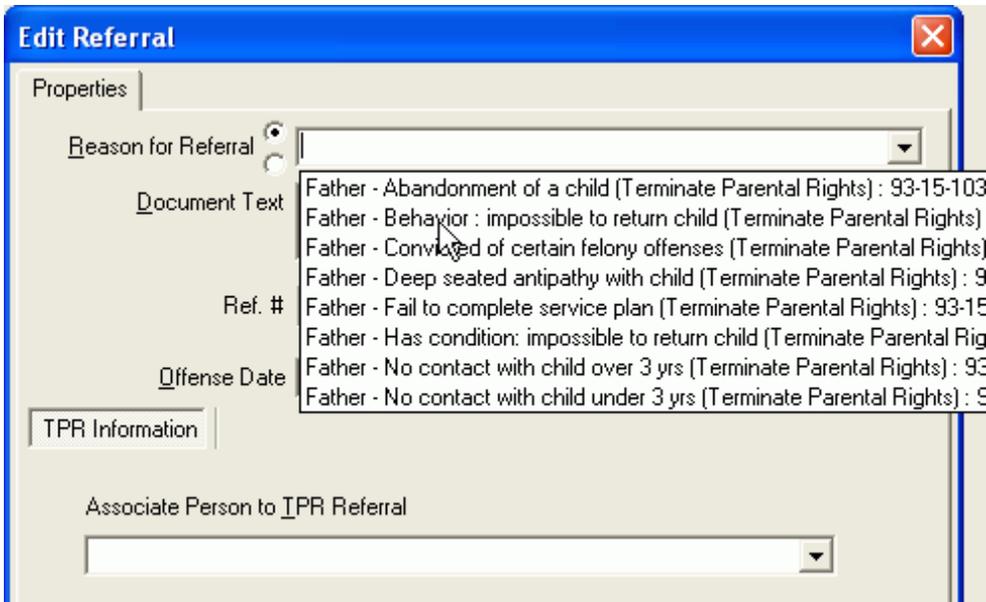
Click on the referrals node.



Click on [Add](#) a referral



Choose Reason for Referral



Enter Document Text (optional)



Enter Ref.# (optional)

Ref. #

Enter Offense Date

Offense Date 04/21/2009 Referral Date

ation

ate Person to I

April, 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	1	2
3	4	5	6	7	8	9

Today: 04/21/2009

Enter Referral Date

Referral Date 04/21/2009

April, 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	1	2
3	4	5	6	7	8	9

Today: 04/21/2009

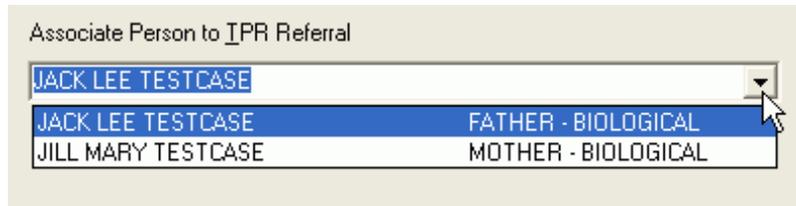
Click the Add button to Enter Allegation Brought By

Allegation Brought By

Add

Remove

Enter Associate Person to TPR Referral

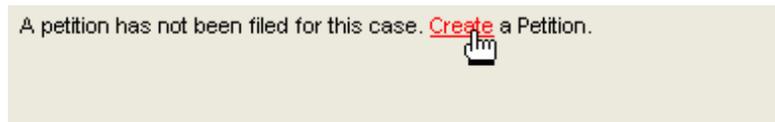


► *Create TPR Petition*

Click on the petition node.



Click on [Create](#) a petition.



Enter Petition File Date and click OK.

Editing Work-In-Process Petition

Properties

To file the petition, specify the petition date, select all referrals that a

File Date: 04/21/2009

Referral Date	Referral
04/21/2009	

◀ April, 2009 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	1	2
3	4	5	6	7	8	9

Today: 04/21/2009

Click on [Generate](#) the petition to create the petition document.

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

Referral
04/21/2009 - Father - Abandonment of a child

[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.

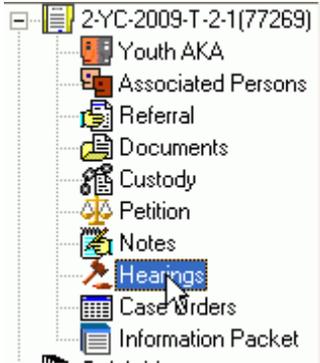
[Generate](#) the petition.

Documents

No documents have been added to this petition

▶ *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 a 'New Hearing' form window. The title bar reads 'New Hearing for 2-YC-2009-T-2-1(77269) - AMY JO MAY TESTCA'. Below the title bar are two buttons: 'Open Hearings' and 'Copy Hearing'. The 'General' tab is selected. The form contains the following fields:

- Reference #: 118799
- Originating District: 2
- Type: TERMINATE PARENTAL RIGHTS HEARING (dropdown menu)
- Other: (empty text box)
- Date: 04/21/2009 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 is a 'Save and Proceed' button 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

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

[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*

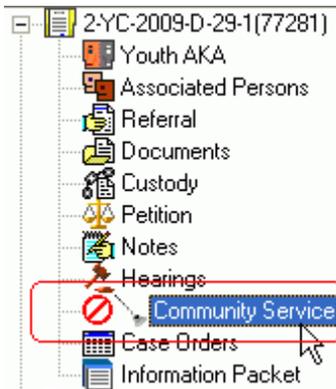
The DHS import report can be generated from the reports module in MYCIDS. For more information on generating reports, see section 22.0 - Reports

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>MACMS 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	
<i>Total cases that FAILED to be imported</i>						289
Total Cases that MYCIDS attempted to import for the selected time period						376

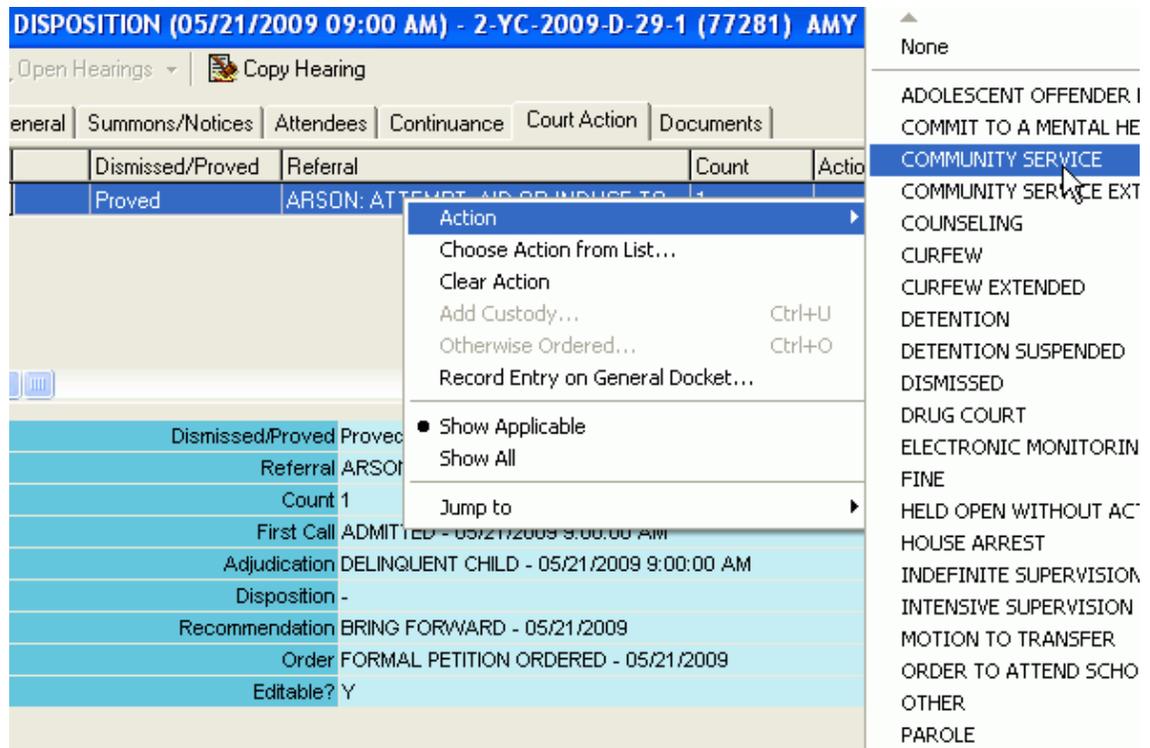
33-0 Community Service

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.



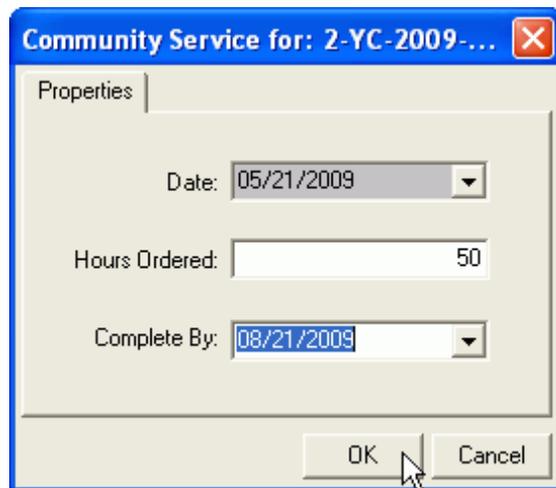
► *Community Service Hours Ordered*

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"> <tr> <td>Approval Dates</td> <td>Total Hours Worked</td> <td>Overall Performance</td> <td>▲</td> </tr> <tr> <td>▶</td> <td></td> <td></td> <td>▼</td> </tr> </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

Site	Hours Assigned	Hours Completed	Hours Remaining
<ul style="list-style-type: none"> <ul style="list-style-type: none"> OAKDALE HOSPITAL 	0	0	0
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Approval Dates Total Hours Worked Overall Performance 			
<ul style="list-style-type: none"> 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.



► *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						
<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #4F81BD; color: white; padding: 2px;"> ▾ OAKDALE HOSPITAL </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Approval Dates</td> <td style="width: 33%;">Total Hours Worked</td> <td style="width: 33%;">Overall Performance</td> </tr> <tr> <td style="background-color: #4F81BD; color: white;">▸</td> <td style="background-color: #4F81BD; color: white;">▸</td> <td style="background-color: #4F81BD; color: white;">▸</td> </tr> </table> </div>	Approval Dates	Total Hours Worked	Overall Performance	▸	▸	▸	50	0	50
Approval Dates	Total Hours Worked	Overall Performance							
▸	▸	▸							
<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #4F81BD; color: white; padding: 2px;"> ▢ OAKDALE NURSING HOME </div> </div>	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						
<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #4F81BD; color: white; padding: 2px;"> ▾ OAKDALE HOSPITAL </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Approval Dates</td> <td style="width: 33%;">Total Hours Worked</td> <td style="width: 33%;">Overall Performance</td> </tr> <tr> <td style="background-color: #4F81BD; color: white;">▸</td> <td style="background-color: #4F81BD; color: white;">▸</td> <td style="background-color: #4F81BD; color: white;">▸</td> </tr> </table> </div>	Approval Dates	Total Hours Worked	Overall Performance	▸	▸	▸	50	0	50
Approval Dates	Total Hours Worked	Overall Performance							
▸	▸	▸							
<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #4F81BD; color: white; padding: 2px;"> ▢ OAKDALE NURSING HOME </div> </div>	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: OAKDALE 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

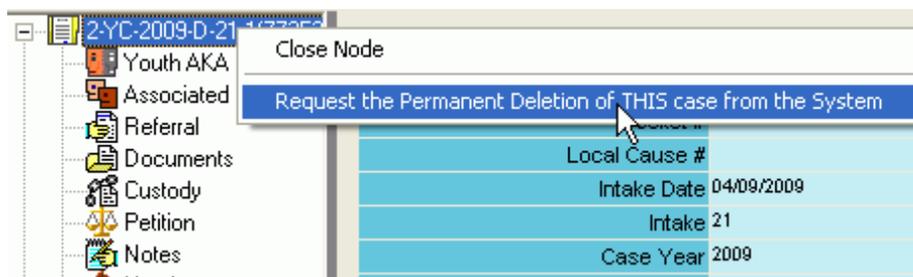
Cases in MYCIDS that have no electronically signed documents in the case can be requested for removal from the MYCIDS system. Also, recorded documents can be requested to be unrecorded (unlocked). Electronically signed documents **cannot** be requested for deletion. Only users who are given MYCIDS access 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 !

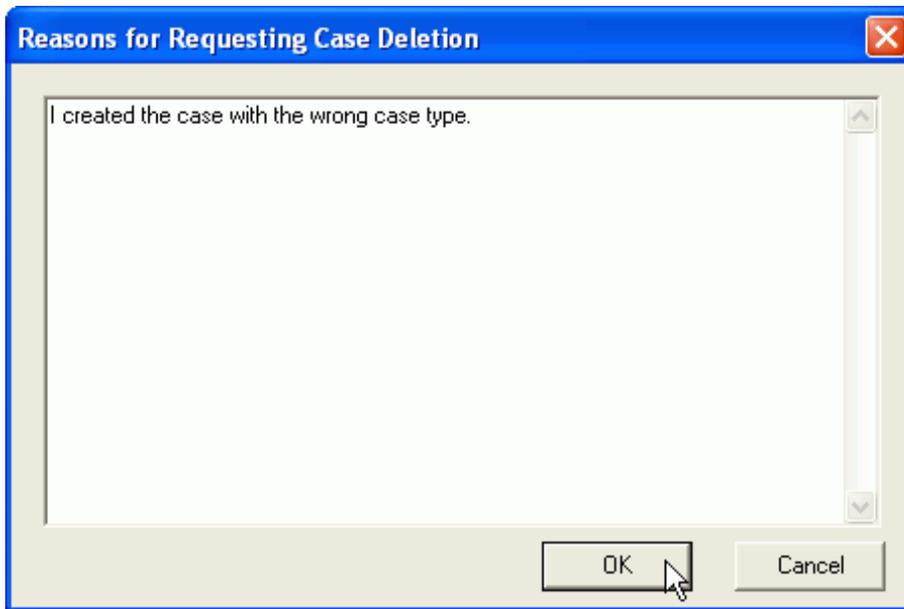
If the case being requested for deletion has recorded documents attached to it, the following message will appear.



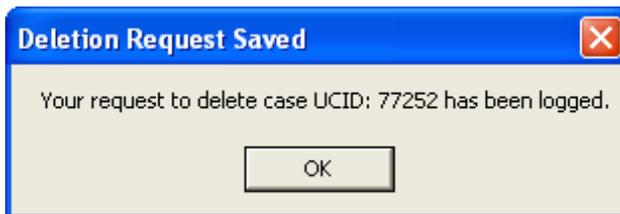
Step 3: Choose YES from the "Confirm deletion" window to confirm the deletion or choose NO to cancel the request.



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 !

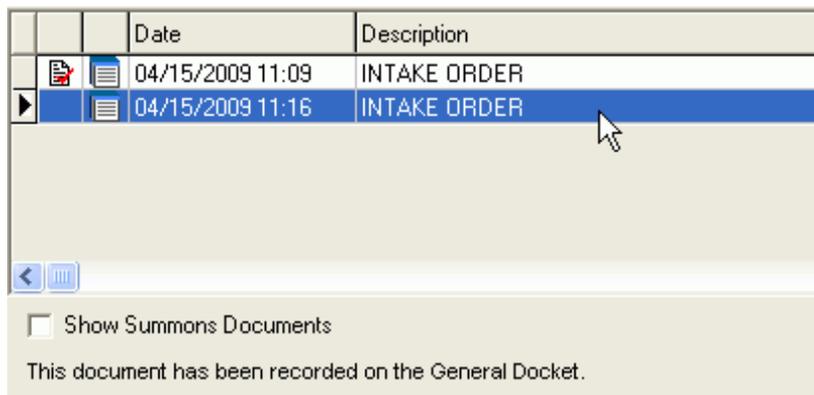
When a case is requested for deletion and the case has already been logged for

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.

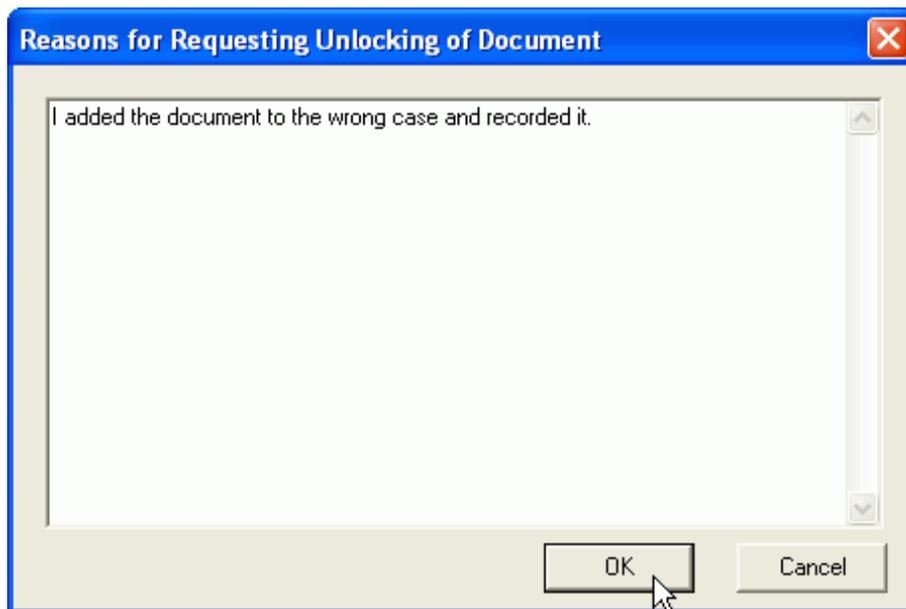
ACTIONS

[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.



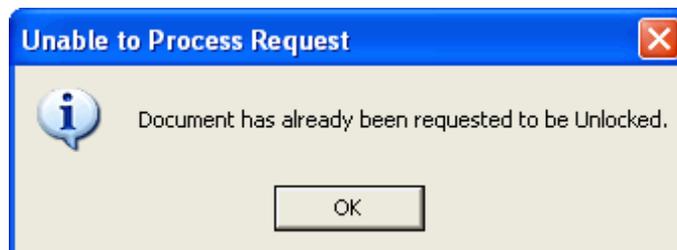
Step 4: Enter the reason(s) for requesting the unlocking of the document and click OK or click the CANCEL button to cancel the unlocking request.



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

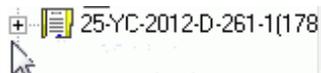
This section will address how to add, edit, and delete motions. It also shows how to record the motions to the General Docket.

- ▶ [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](#)

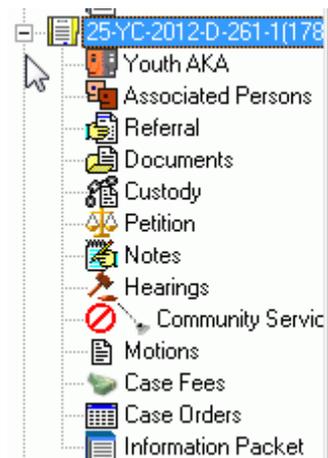
35.1 - Add a Motion Record

- ▶ *Step 1 - Expand the Case*

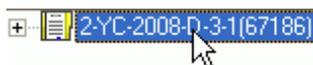
Click on the  next to the case number in the Case Navigation Panel.



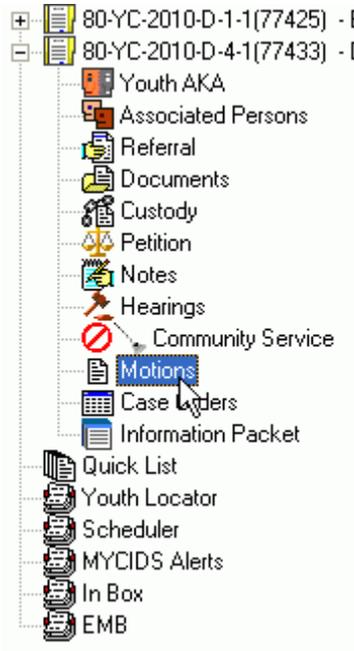
The expanded case will look like the image below.



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.*

The screenshot shows a 'New Motion' window with a 'General' tab. The 'Date of Request' is 07/19/2010. A calendar for July 2010 is displayed, with the 19th circled in red. Below the calendar, it says 'Today: 07/19/2010'. A 'Save and Proceed' button is located at the bottom center.

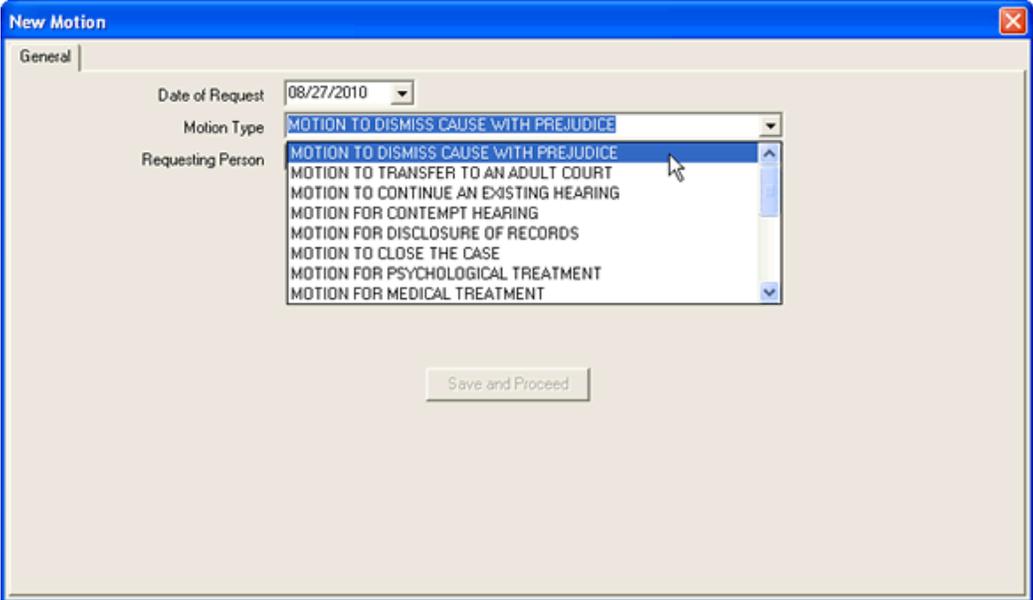
► **Step 5 - Choose a Motion Type.**

- *Motion to Dismiss Cause with Prejudice*

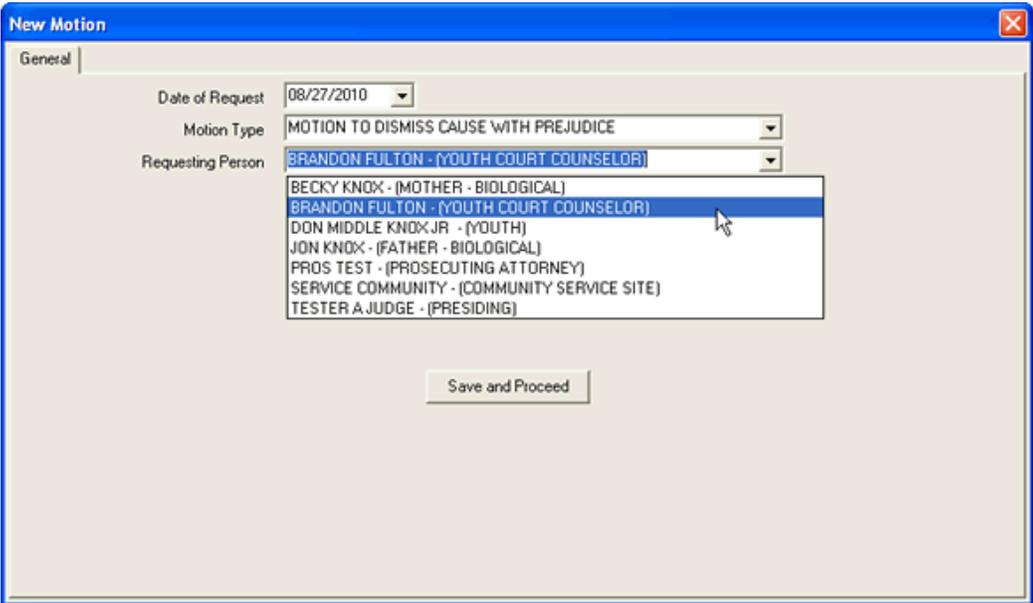
Note !

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.



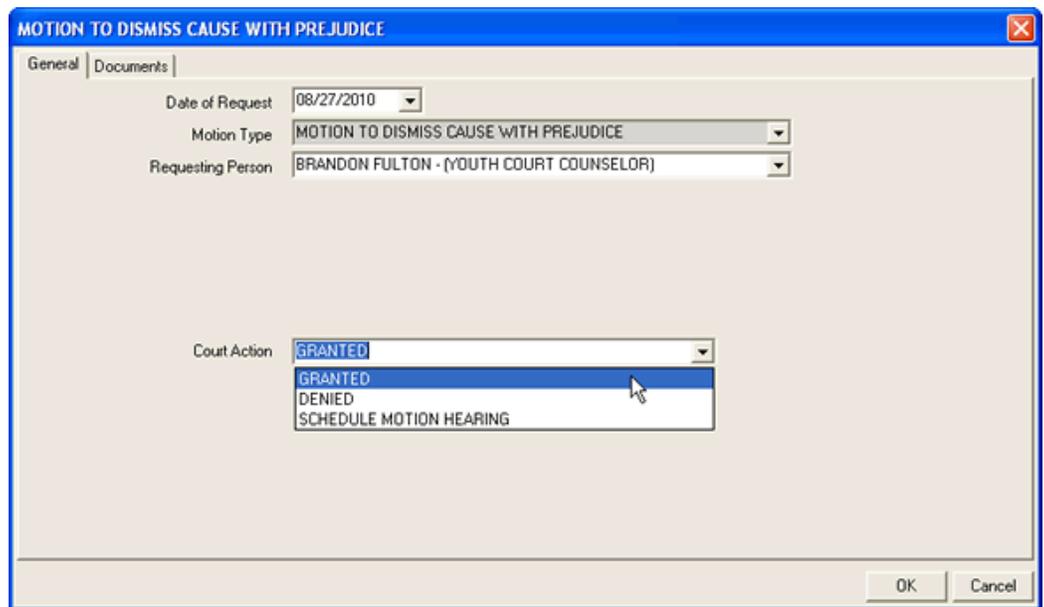
Step 7 - In the requesting Person field, select the person who made the request from the drop-down list.



Step 8 - Click Save and Proceed.



Step 9 - Select a Court Action from the drop-down menu.



<p>Granted</p>	<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>
<p>Denied</p>	<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>
<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.

- *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 a software window titled "New Motion" with a "General" tab. The window contains several fields: "Date of Request" is set to "07/19/2010"; "Motion Type" is set to "MOTION TO TRANSFER TO AN ADULT COURT"; "Requesting Person" is open to a dropdown list with "MOTION TO TRANSFER TO AN ADULT COURT" selected; "Transfer To District" is set to "MOTION FOR PSYCHOLOGICAL TREATMENT"; and "Transfer to Court" is set to "MOTION FOR MEDICAL TREATMENT". A "Save and Proceed" button is located at the bottom center of the window.

Step 7 - In the *Requesting Person* field, select the person who made the request from the drop-down list.

The screenshot shows a 'New Motion' window with the following fields:

- Date of Request: 07/19/2010
- Motion Type: MOTION TO TRANSFER TO AN ADULT COURT
- Requesting Person: PROS TEST - (PROSECUTING ATTORNEY)
- Transfer To District: A dropdown menu is open, showing a list of names and roles. 'PROS TEST - (PROSECUTING ATTORNEY)' is highlighted.
- Transfer to Court: TESTER A.JUDGE - (PRESIDING)

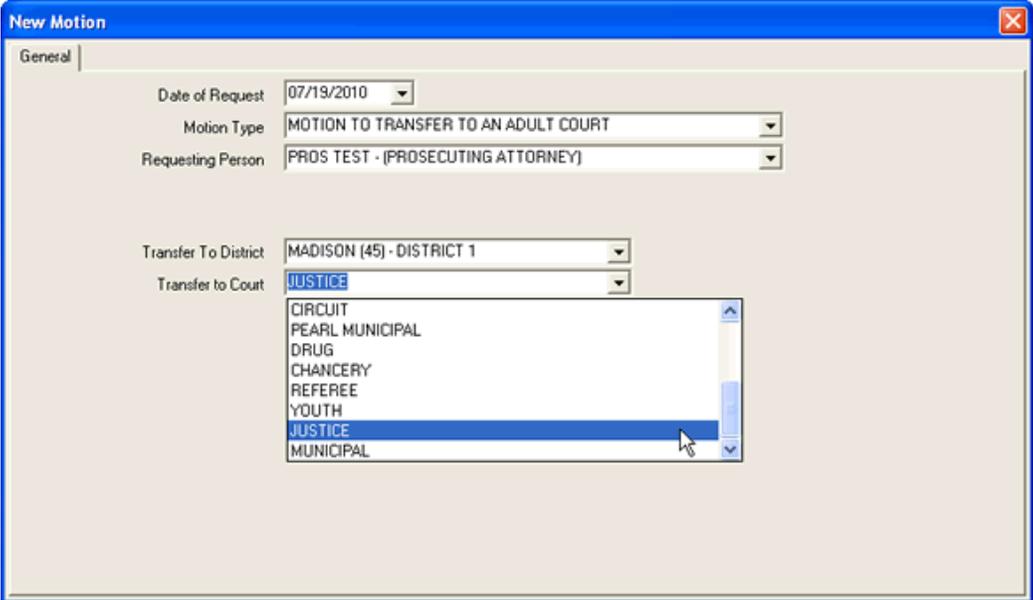
A 'Save and Proceed' button is located at the bottom center of the window.

*Step 8 - In the **Transfer to District field**, select a district from the drop-down menu.*

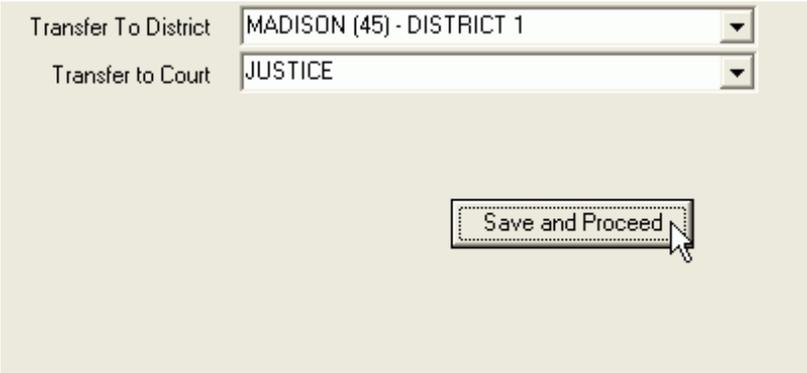
The screenshot shows the 'New Motion' window with the following fields:

- 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: A dropdown menu is open, showing a list of courts. 'MADISON (45) - District 1' is highlighted.

*Step 9 - In the **Transfer to Court Field**, select a court from the drop-down menu.*



Step 10 - Click Save and Proceed.



Step 11 - Select a Court Action from the drop-down menu.

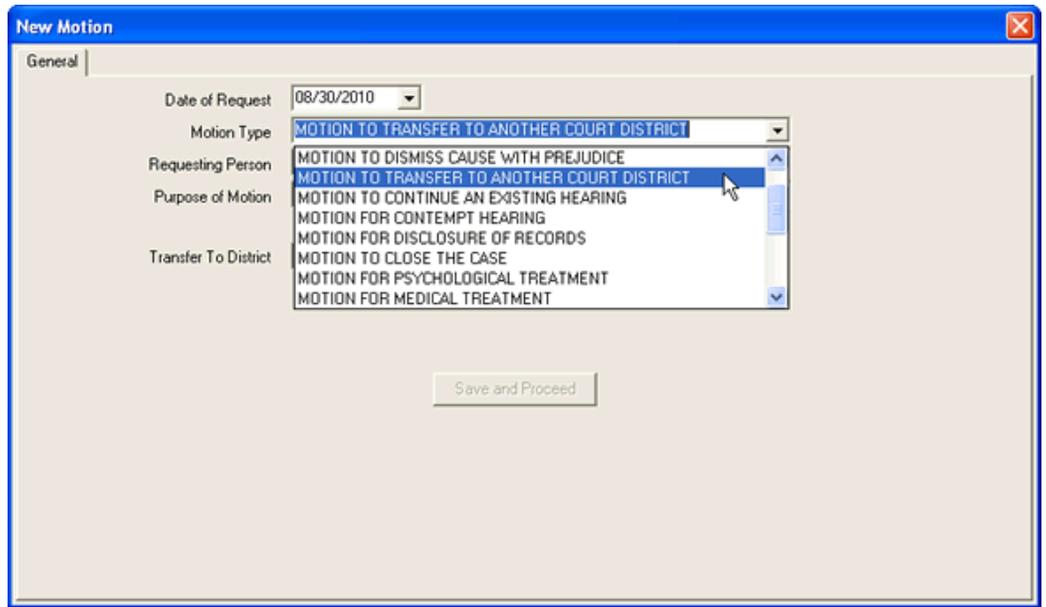
Granted	If this option is selected, a new hearing window will be displayed. A Transfer Hearing may be scheduled from this window.
Denied	If the motion is denied, the Motion to Transfer to an Adult Court window will close.
Schedule Motion Hearing	If this option is selected, a new hearing window will be displayed. The Motion Hearing may be scheduled from this window.

Step 12 - Click OK.

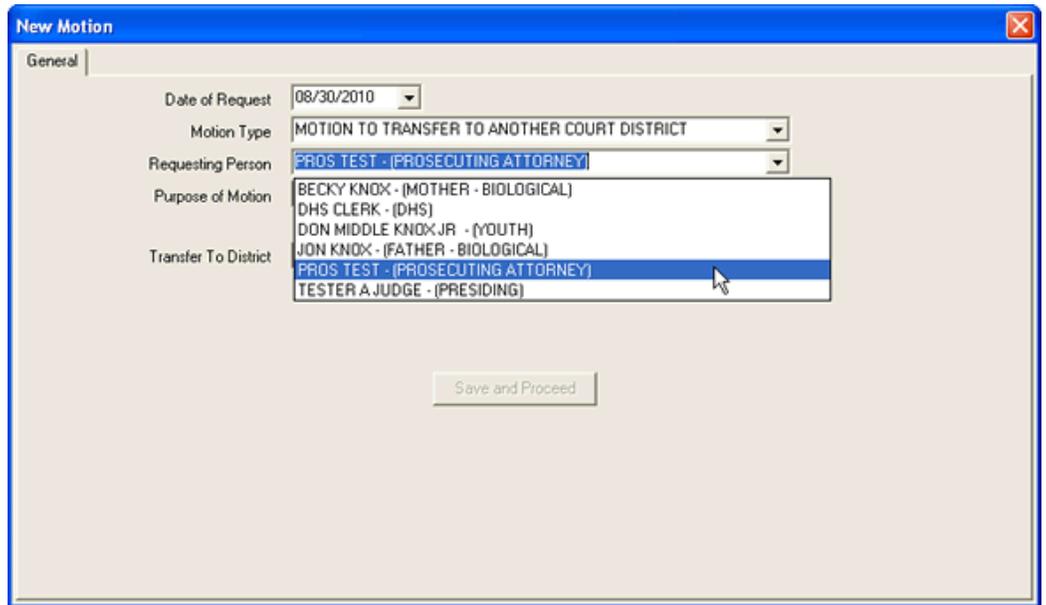
The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

- *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.

The screenshot shows a 'New Motion' dialog box with the following fields:

- Date of Request: 08/30/2010
- Motion Type: MOTION TO TRANSFER TO ANOTHER COURT DISTRICT
- Requesting Person: PROS TEST - (PROSECUTING ATTORNEY)
- Purpose of Motion: TRANSFER FOR VENUE CHANGE
- Transfer To District: AMITE (3) - DISTRICT 1

The 'Transfer To District' dropdown menu is open, showing a list of districts with 'AMITE (3) - DISTRICT 1' highlighted. The list includes:

- STATEWIDE (3207) - District 1
- ADAMS (1) - District 1
- ALCORN (2) - District 1
- AMITE (3) - District 1
- ATTALA (4) - District 1
- BENTON (5) - District 1
- BOLIVAR (6) - District 1
- BOLIVAR (6) - District 2

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.

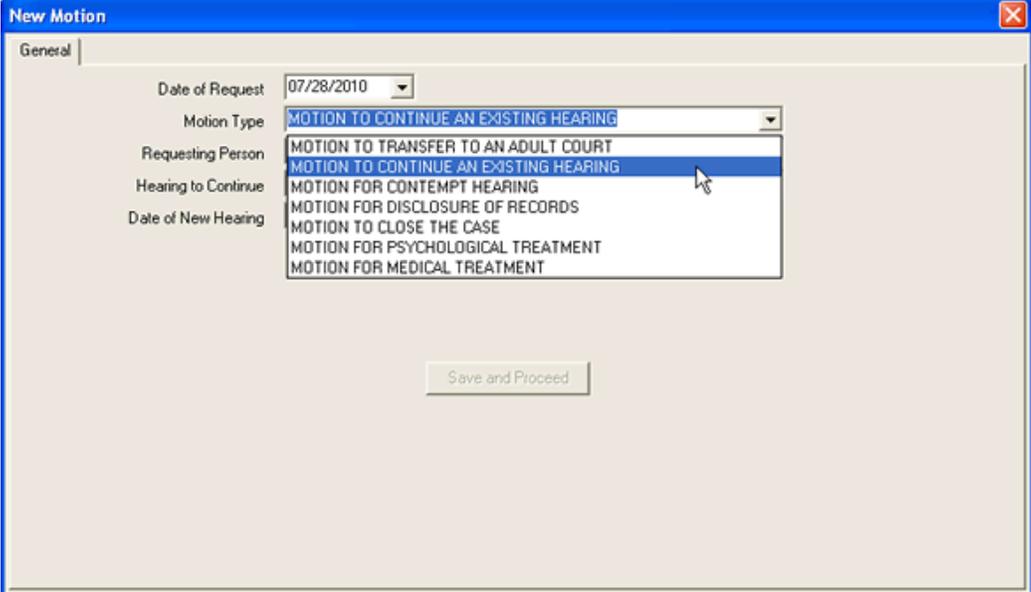
Step 12 - Click OK.

- *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 a software 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, displaying a list of options: "MOTION TO CONTINUE AN EXISTING HEARING" (highlighted), "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 mouse cursor is pointing at the highlighted option. Below the dropdown is a "Save and Proceed" button.

*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 set to 07/28/2010. The 'Motion Type' is 'MOTION TO CONTINUE AN EXISTING HEARING'. The 'Requesting Person' is 'PROS TEST - (PROSECUTING ATTORNEY)'. The 'Hearing to Continue' dropdown menu is open, showing a list of options: BECKY KNOX - (MOTHER - BIOLOGICAL), DHS CLERK - (DHS), DON MIDDLE KNOX - (YOUTH), JON KNOX - (FATHER - BIOLOGICAL), PROS TEST - (PROSECUTING ATTORNEY) (which is highlighted), and TESTER A.JUDGE - (PRESIDING). A mouse cursor is pointing at the highlighted option. The 'Date of New Hearing' field is currently empty. A 'Save and Proceed' button is visible 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.*

The screenshot shows the 'New Motion' window with the 'General' tab selected. The 'Date of Request' is 07/28/2010, 'Motion Type' is 'MOTION TO CONTINUE AN EXISTING HEARING', and 'Requesting Person' is 'PROS TEST - (PROSECUTING ATTORNEY)'. The 'Hearing to Continue' dropdown menu is now closed, and the 'Date of New Hearing' dropdown menu is open. It shows a list of options: ADJUDICATION - 07/27/2010 09:00:00 AM (highlighted), DETENTION - 07/28/2010 09:00:00 am, and DISPOSITION - 07/30/2010 09:00:00 am. A mouse cursor is pointing at the highlighted option. The 'Save and Proceed' button is visible at the bottom.

Step 9 - Select a date for the new hearing from the calendar drop-down menu.

The screenshot shows a 'New Motion' window with the following fields:

- 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

A calendar for July 2010 is displayed, with the date 28 circled in red. A mouse cursor is pointing at the date 29. A 'Proceed' button is visible to the right of the calendar.

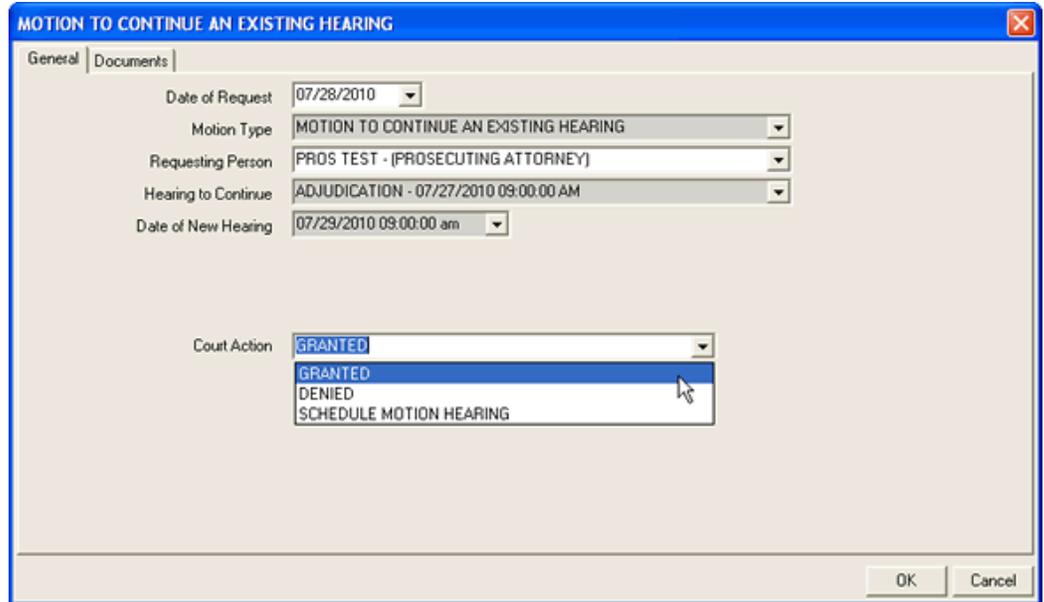
Step 10 - Click Save and Proceed.

This screenshot shows a portion of the 'New Motion' window with the following fields:

- Hearing to Continue: ADJUDICATION - 07/27/2010 09:00:00 AM
- Date of New Hearing: 07/29/2010 09:00:00 am

A 'Save and Proceed' button is located at the bottom center of the window.

Step 11 - Select a Court Action from the drop-down menu.



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 the 'New Motion' form with the following fields:

- Date of Request: 07/28/2010
- Motion Type: MOTION FOR CONTEMPT HEARING
- Requesting Person: MOTION FOR CONTEMPT HEARING (selected in the dropdown list)
- Person held in Contempt: (empty)

The dropdown menu for 'Requesting Person' is open, showing the following options:

- MOTION TO TRANSFER TO AN ADULT COURT
- MOTION TO CONTINUE AN EXISTING HEARING
- MOTION FOR CONTEMPT HEARING (highlighted)
- MOTION FOR DISCLOSURE OF RECORDS
- MOTION TO CLOSE THE CASE
- MOTION FOR PSYCHOLOGICAL TREATMENT
- MOTION FOR MEDICAL TREATMENT

A 'Save and Proceed' button is visible at the bottom of the form.

*Step 7 - In the **Requesting Person** field, select the person making the request from the drop-down list.*

The screenshot shows the 'New Motion' form with the following fields:

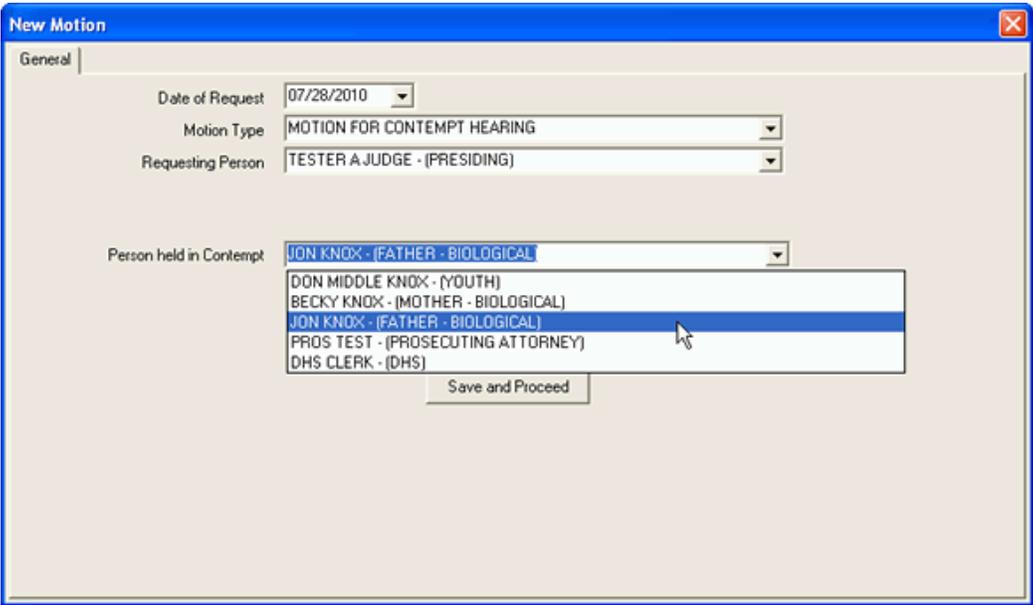
- Date of Request: 07/28/2010
- Motion Type: MOTION FOR CONTEMPT HEARING
- Requesting Person: TESTER A JUDGE - (PRESIDING)
- Person held in Contempt: TESTER A JUDGE - (PRESIDING) (selected in the dropdown list)

The dropdown menu for 'Person held in Contempt' is open, showing the following options:

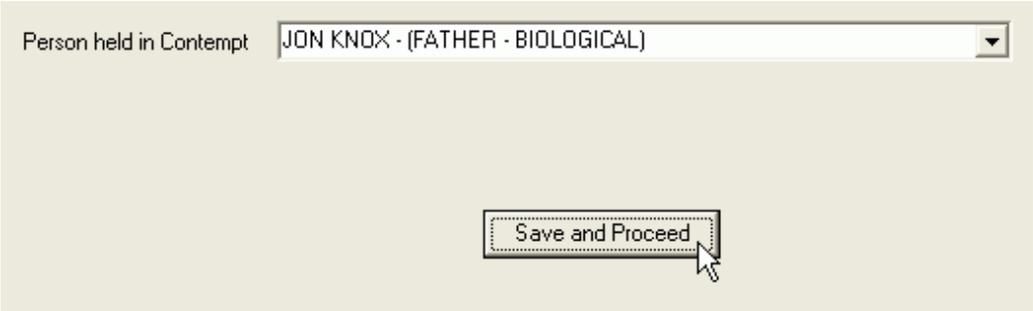
- BECKY KNOX - (MOTHER - BIOLOGICAL)
- DHS CLERK - (DHS)
- DON MIDDLE KNOX - (YOUTH)
- JON KNOX - (FATHER - BIOLOGICAL)
- PROS TEST - (PROSECUTING ATTORNEY)
- TESTER A JUDGE - (PRESIDING) (highlighted)

A 'Save and Proceed' button is visible at the bottom of the form.

*Step 8 - Select the **Person to be Held in Contempt** from the drop-down list.*



Step 9 - Click Save and Proceed.



Step 10 - Select a Court Action from the drop-down list.

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.

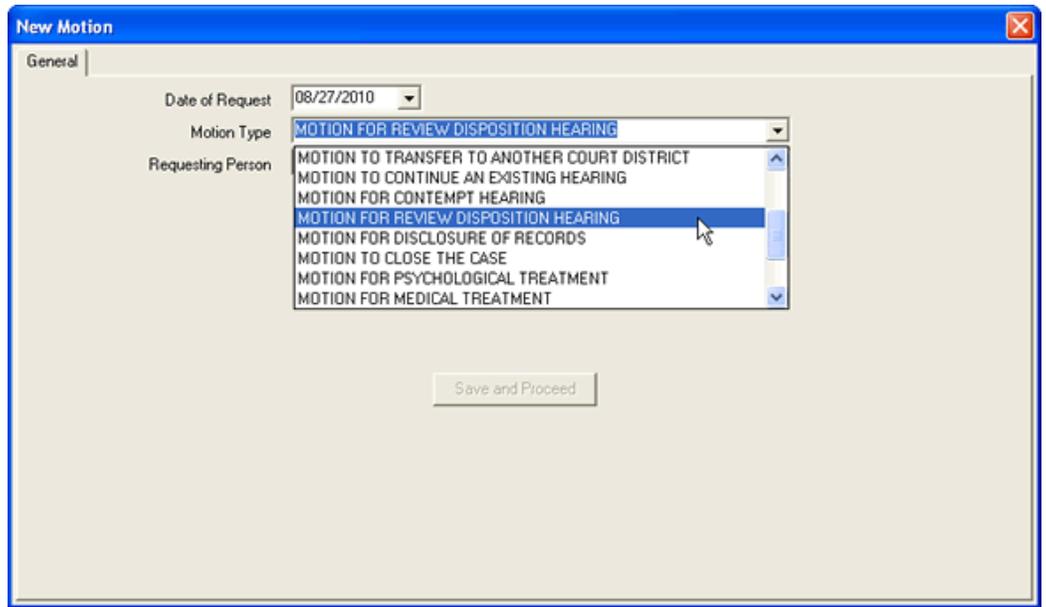
The motion window will close and you will be returned to the main MYCIDS window under the Motions node.

- *Motion for Review*

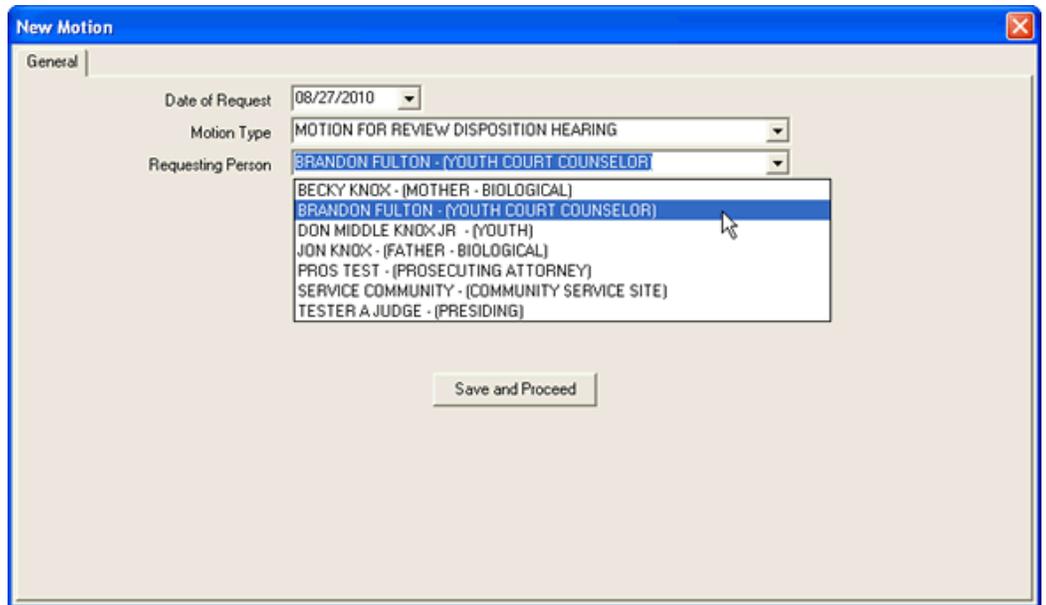
Note !

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.



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, 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**.*

The screenshot shows a window titled "New Motion" with a "General" tab. The "Date of Request" is set to "07/29/2010". The "Motion Type" is "MOTION FOR DISCLOSURE OF RECORDS". The "Requesting Person" dropdown menu is open, showing a list of options: "MOTION TO TRANSFER TO AN ADULT COURT", "MOTION TO CONTINUE AN EXISTING HEARING", "MOTION FOR CONTEMPT HEARING", "MOTION FOR DISCLOSURE OF RECORDS" (highlighted by a mouse cursor), "MOTION TO CLOSE THE CASE", "MOTION FOR PSYCHOLOGICAL TREATMENT", and "MOTION FOR MEDICAL TREATMENT". A "Save and Proceed" button is visible at the bottom.

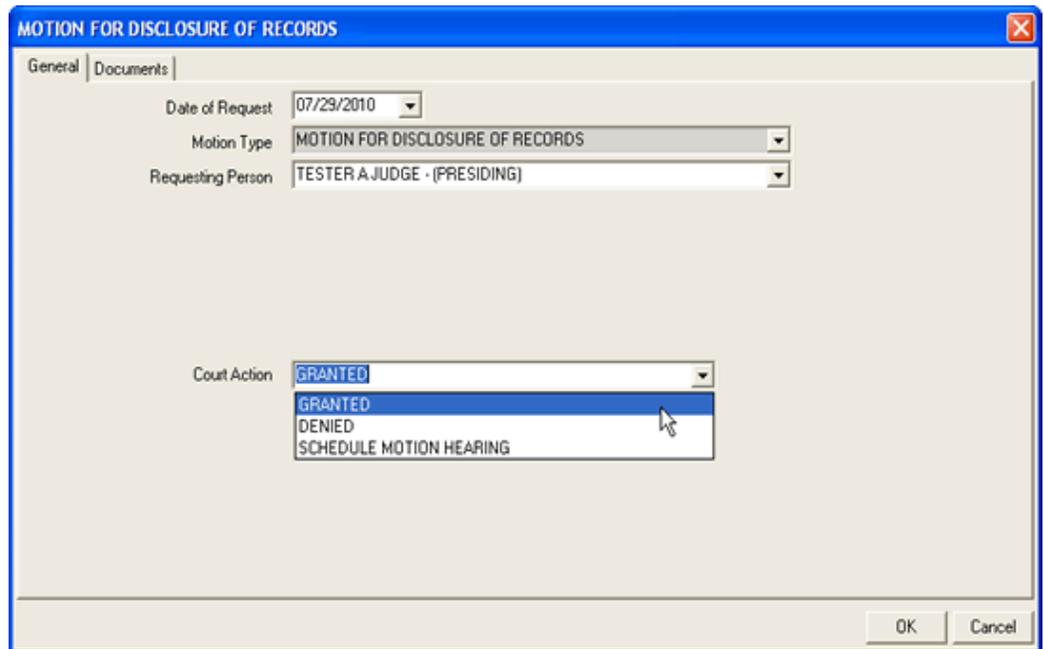
*Step 7 - In the **Requesting Person** field, select the person making the request from the drop-down list.*

The screenshot shows the same "New Motion" window. The "Requesting Person" dropdown menu is now closed, and "TESTER A JUDGE - (PRESIDING)" is selected and displayed in the field. The "Motion Type" remains "MOTION FOR DISCLOSURE OF RECORDS". The "Save and Proceed" button is still visible at the bottom.

*Step 8 - Click **Save and Proceed**.*



*Step 9 - Select a **Court Action** from the drop-down list.*



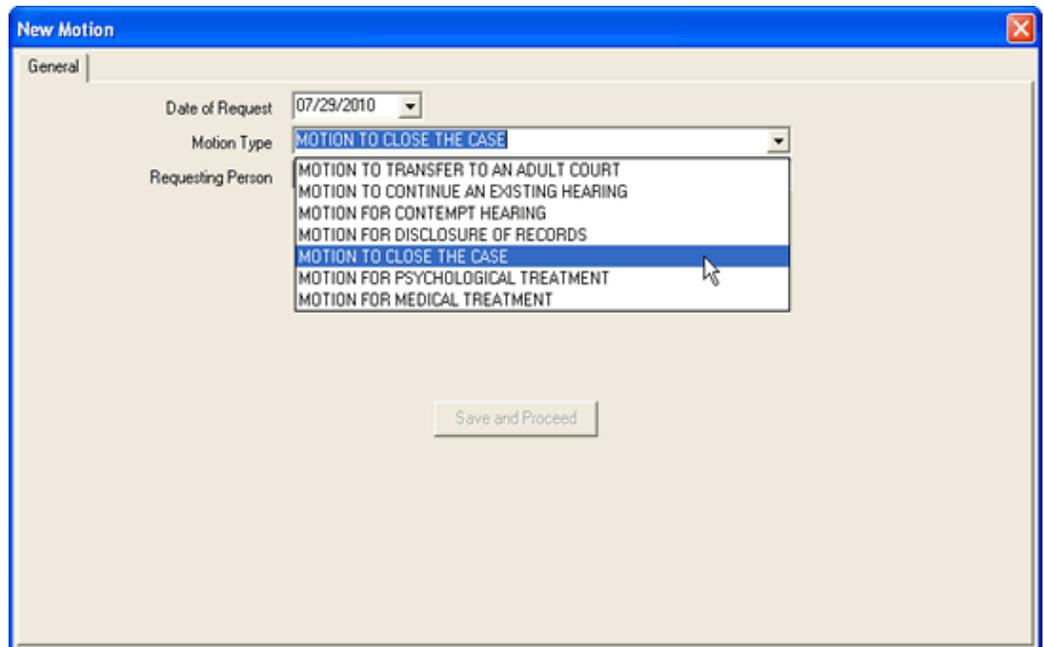
<p>Granted</p>	<p>If this option is selected, the Motion for Disclosure of Records window will close and the motion will be marked as Granted.</p>
<p>Denied</p>	<p>If the motion is denied, the Motion for Contempt Hearing window will close and the motion will be marked as Denied.</p>
<p>Schedule Motion 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 to Close the Case*

*Step 6 - Select **Motion to Close the Case** as the **Motion Type**.*



The screenshot shows a window titled "New Motion" with a "General" tab. The "Date of Request" is set to "07/29/2010". The "Motion Type" dropdown menu is open, displaying a list of 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" (highlighted), "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 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.

MOTION TO CLOSE THE CASE

General Documents

Date of Request: 07/29/2010

Motion Type: MOTION TO CLOSE THE CASE

Requesting Person: PROS TEST - (PROSECUTING ATTORNEY)

Court Action: GRANTED

GRANTED
DENIED
SCHEDULE MOTION HEARING

OK Cancel

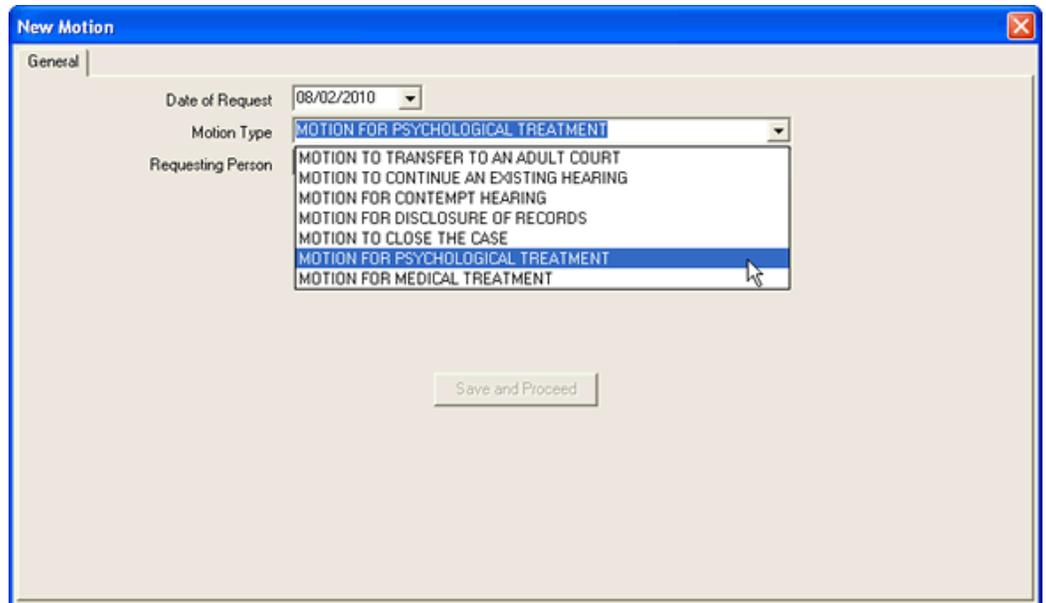
Granted	If this option is selected, the Motion to Close the Case window will close and the motion will be marked as Granted.
Denied	If the motion is denied, the Motion to Close the Case window will close and the motion will be marked as Denied.
Schedule Motion Hearing	If this option is selected, a new 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 for Psychological Treatment*

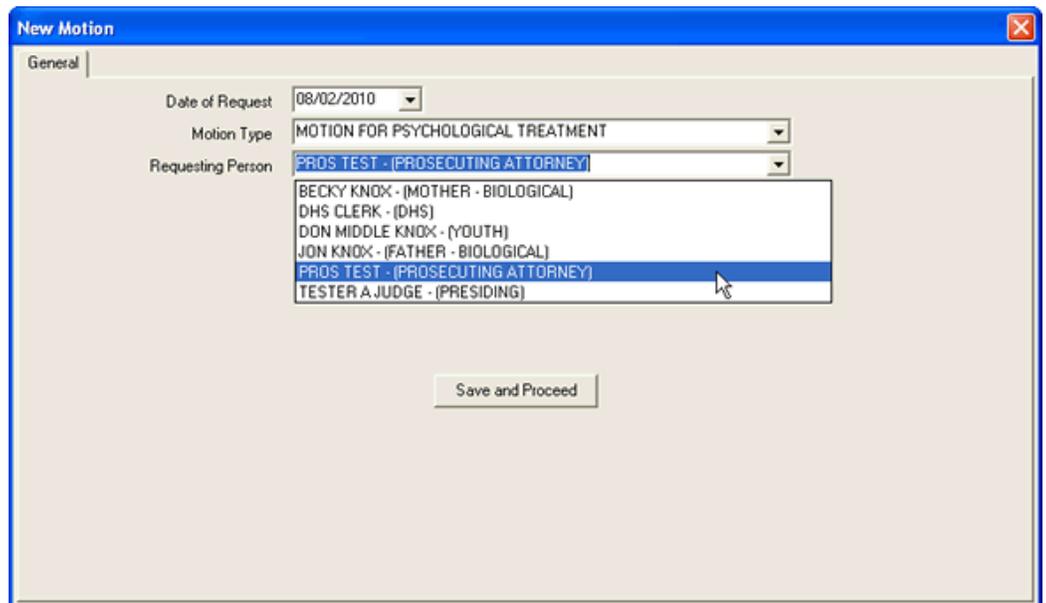
Step 6 - Select Motion for Psychological Treatment as the Motion Type.



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" is "MOTION FOR PSYCHOLOGICAL TREATMENT". The "Requesting Person" dropdown menu is open, showing a list of names and roles. The "Requesting Person" field is currently empty. A "Save and Proceed" button is visible at the bottom.

Requesting Person
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
MOTION FOR MEDICAL TREATMENT

Step 7 - In the Requesting Person field, select the person who made the request from the drop-down list.



The screenshot shows the same "New Motion" window. The "Requesting Person" dropdown menu is now open, and "PROS TEST - (PROSECUTING ATTORNEY)" is selected. The list of names and roles is visible. A "Save and Proceed" button is visible at the bottom.

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)

Step 8 - Click Save and Proceed.



Step 9 - Select a Court Action from the drop-down list.

The screenshot shows a software window titled "MOTION FOR PSYCHOLOGICAL TREATMENT". It has two tabs: "General" and "Documents". Under the "General" tab, there are three dropdown menus: "Date of Request" (set to 08/02/2010), "Motion Type" (set to MOTION FOR PSYCHOLOGICAL TREATMENT), and "Requesting Person" (set to PROS TEST - [PROSECUTING ATTORNEY]). Below these is another dropdown menu labeled "Court Action", which is currently open and showing three options: "GRANTED", "DENIED", and "SCHEDULE MOTION HEARING". A mouse cursor is pointing at the "DENIED" option. At the bottom right of the window are "OK" and "Cancel" buttons.

<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.

The screenshot shows a software 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 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 "MOTION FOR MEDICAL TREATMENT" option is highlighted. A "Save and Proceed" button is visible at the bottom.

Step 7 - In the requesting Person field, select the person who made the request from the drop-down list.

The screenshot shows the same "New Motion" window. The "Motion Type" is now "MOTION FOR MEDICAL TREATMENT". The "Requesting Person" dropdown menu is open, displaying a list of names and roles: "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 "PROS TEST - (PROSECUTING ATTORNEY)" option is highlighted. A "Save and Proceed" button is visible at the bottom.

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 Medical Treatment window will close and the motion will be marked as Granted.
Denied	If the motion is denied, the Motion for Medical Treatment 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.

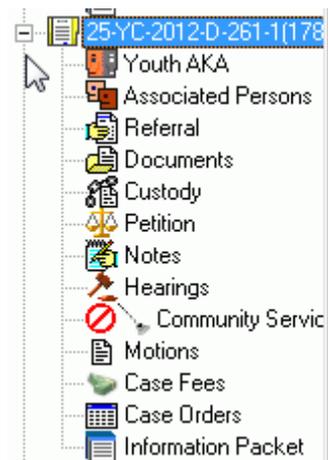
35.2 - Edit a Motion Record

► *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.

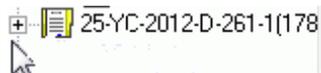
▶ *Step 4 - From the list of actions, click on Edit the selected Motion record.*

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.

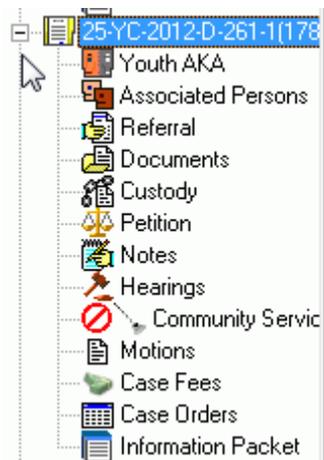
35.3 - Delete a Motion Record

► *Step 1 - Expand the Case*

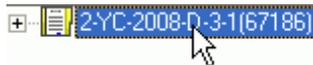
Click on the  next to the case number in the Case Navigation Panel.



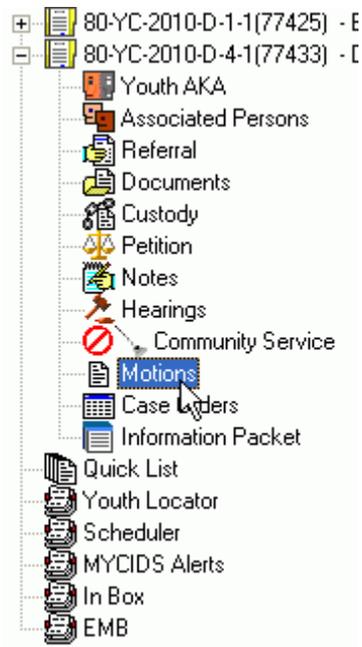
The expanded case will look like the image below.



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

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.

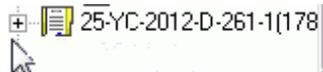
▶ *Step 4 - From the list of actions, click on Delete the selected Motion record.*

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.

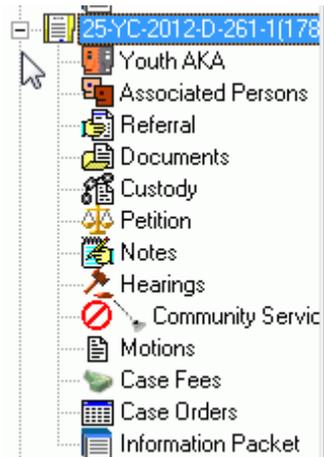
35.4 - Record a Motion to the General Docket

► *Step 1 - Expand the Case*

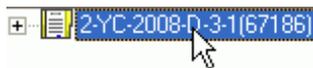
Click on the  next to the case number in the Case Navigation Panel.



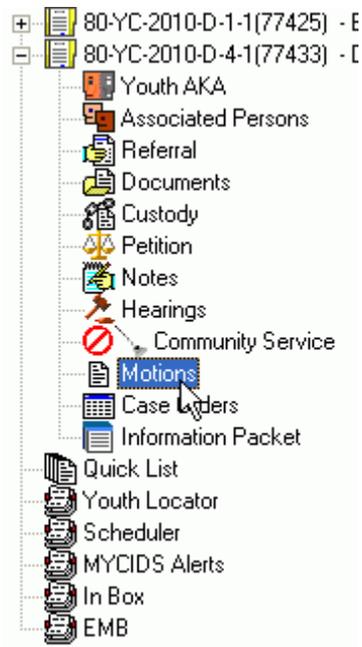
The expanded case will look like the image below.



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

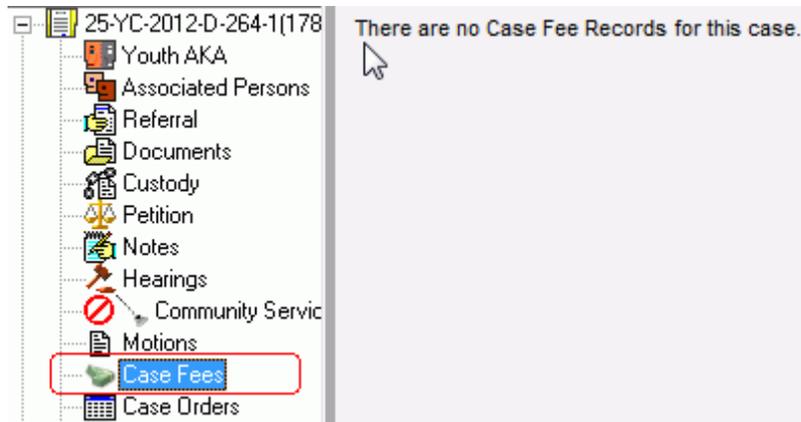
[Add](#) a Motion record.
[Edit](#) the selected Motion record.
[Delete](#) the selected Motion record.
[Record](#) the selected Motion record to the General Docket.
[Generate](#) the selected Motion Order.

▶ *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

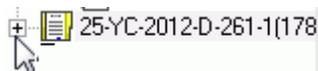
The Case Fees node on a case becomes available once a type of case fee (fine, restitution, court cost) as a court action at the disposition hearing. If this has not taken place, under the node, the statement *"There are no Case Fee records for the case"* will appear.



- ▶ [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](#)

- ▶ *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.*



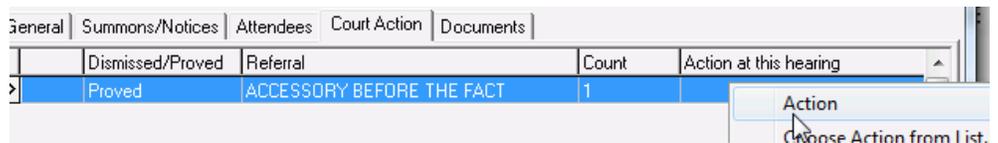
- ▶ *Step 3 - Select Hearing type in the Edit panel.*

Highlight the hearing where the new case fee will be added.

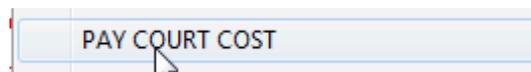
Date	Description	Presiding
03/26/2012	RESTITUTION	TESTER JUDGE
03/22/2012	ADJUDICATION	TESTER JUDGE

- ▶ *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.

Case Fee Editor

Properties

Case Fee Type: FEES

Suspend?:

Date Ordered: 03/26/2012 09:00:00 AM

Unpaid Balance: \$ 0.00

Amount Ordered: \$ 2000.00

Click For Actions...

New Total Balance: \$ 0.00

OK Cancel

Under "Click for Actions", choose Increase or Decrease by Amount Ordered.

Case Fee Editor

Properties

Case Fee Type: COURT COSTS

Suspend?:

Date Ordered: 03/22/2012 09:00:00 AM

Unpaid Balance: \$ 0.00

Amount Ordered: \$ 2000.00

Click For Actions...

New Total Balance: **+** Increase by Amount Ordered

Decrease by Amount Ordered

OK Cancel

Enter the date the fee or the monthly payment amount has to be paid in full.

Date To Be Paid In Full: 05/22/2012

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."

Monthly Payment \$ 1000.00

Date To Be Paid In Full 05/22/2012

To calculate the Monthly Payments, enter in the Amount Ordered and the Date the New Total Balance must be Paid in Full.

Calculate Monthly Payment

Calculate Date to be Paid In Full

OK Cancel

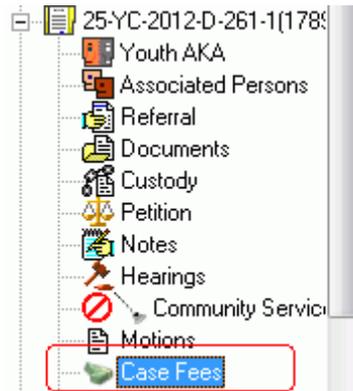
Click OK. This information will be stored under the Case Fee node.

▶ *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.

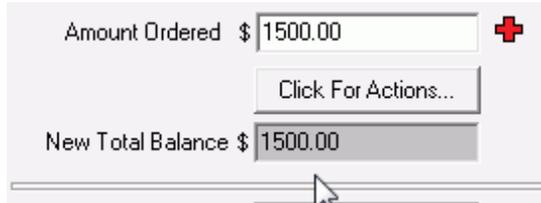
- ▶ *Step 5 - Edit the case fee.*

- ▶ *Amount Ordered*

Enter amount ordered.

The screenshot shows a dialog box titled "Case Fee Editor" with a close button (X) in the top right corner. The dialog is divided into a "Properties" section and a calculation section. In the "Properties" section, the "Case Fee Type" is set to "FEES", "Suspend?" is unchecked, and "Date Ordered" is "03/26/2012 09:00:00 AM". The "Unpaid Balance" is \$0.00, and the "Amount Ordered" is \$1500.00, with a red plus sign to its right. Below this is a button labeled "Click For Actions...". The "New Total Balance" is \$2000.00. The calculation section shows a "Monthly Payment" of \$1000.00 and a "Date To Be Paid In Full" of "05/26/2012". At the bottom, there are buttons for "Calculate Monthly Payment", "Calculate Date to be Paid In Full", "OK", and "Cancel".

Choose Increase or Decrease by Amount Ordered and notice the New Total Balance.



► *Monthly Payment*

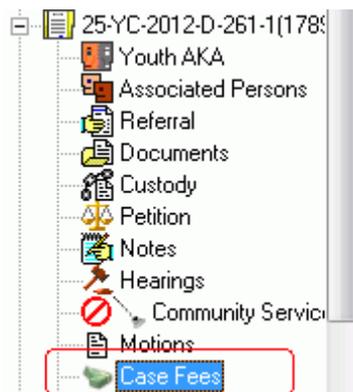
Click the "Calculate Monthly Payment" button to calculate the new monthly payment. If you entered the monthly payment amount, click "Calculate Date to be Paid in Full" button.



Click OK. This information will be stored under the Case Fee node.

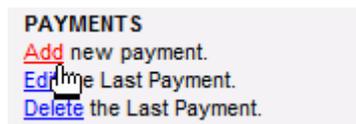
► *Step 1 - Expand the case.*

Click on the Case Fees node under the specified case.

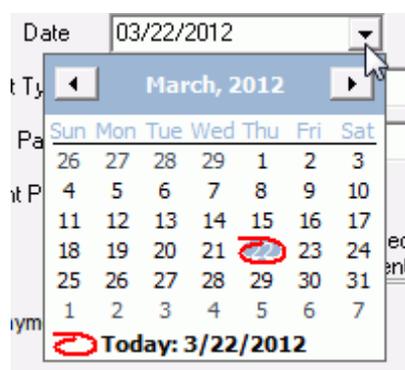


► *Step 2 - Click on the Add Link from the Edit Panel area.*

Click Add from the Payments list.

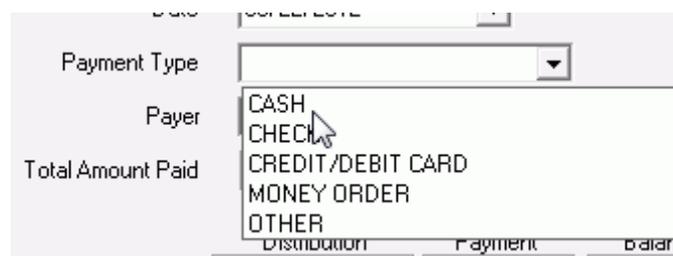


► *Step 3 - Edit Date.*



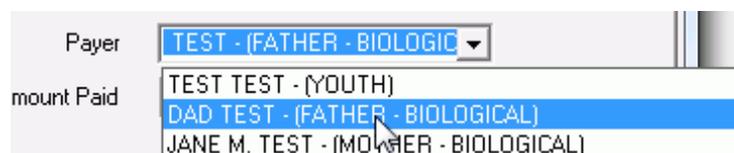
► *Step 4 - Select Payment Type.*

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.

Total Amount Paid	<input type="text" value="\$500.00"/>		
		Payment Distribution	Required Payment
			Remaining Balance
Fee Payment	<input type="text" value="300.00"/>	\$ 0.00	\$ 500.00
Restitution Payment	<input type="text" value="\$200.00"/>	\$ 100.00	\$ 200.00
Amount Remaining to be Distributed	\$ 0.00		

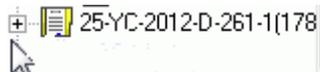
Click OK. The receipt will open up in MYCIDS word processor as shown in the image below.

SERIAL: 1186462

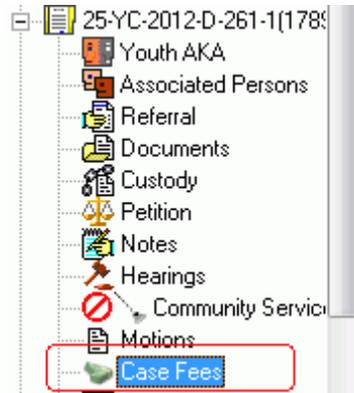
PAYMENT RECEIPT			
Payee Name:	Hinds County Courthouse	Payer Name:	DAD TEST
Address:	940 E McDowell Rd	Address:	3350 HIGHWAY 468 WEST
City, ST ZIP Code:	Jackson, MS 39204	City, ST ZIP Code:	PEARL, MISSISSIPPI 39208
DATE	CASE	AMOUNT	
4/4/2012	TEST TEST 25-YC-2012-D-264-1(178973)	\$500.00	
	REMAINING BALANCE AS OF 04/04/2012	\$200.00	

► *Step 1 - Expand the case.*

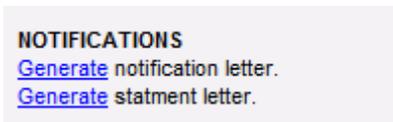
Click on the + next to the case number in the Case Navigation Panel.



► *Step 2 - Click on the Case Fee node.*

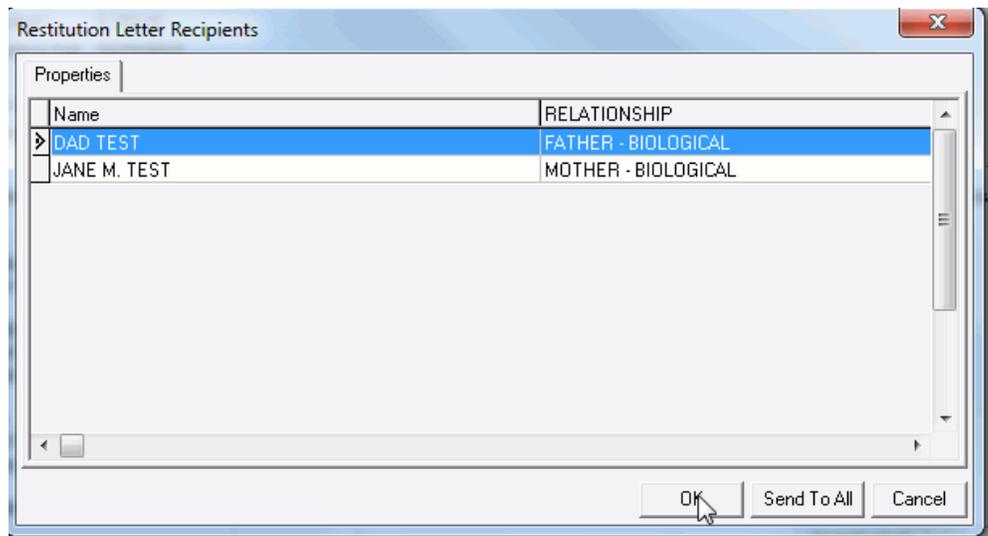


- ▶ *Step 3 - Click on Generate notification letter under Notifications.*



- ▶ *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

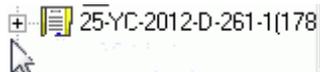
Re: In The Interest of TEST TEST, a minor
Cause No. 25-YC-2012-D-264-1(178973)

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:

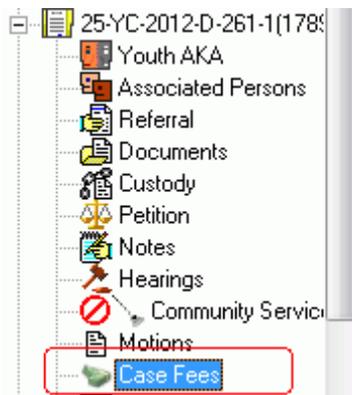
	Date Ordered	Date To Be Paid In Full	Amount Ordered	Monthly Payment	Remaining Balance
FEEES	03/26/2012	05/31/2012	\$1,500.00	\$750.00	\$500.00
Total Remaining Balance					\$500.00

► *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.*

NOTIFICATIONS
[Generate](#) notification letter.
[Generate](#) statement letter.

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		

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