

MYCIDS Task Card



“Prosecutor”

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

Step 1	MYCIDS Alerts Node	-	Login to MYCIDS and enter the Alerts Node. (See Petition Alerts section (29) in the MYCIDS user guide)
Step 2	Petition Alerts	-	Add case to Navigation panel by clicking on the youth’s name in the yellow alert box. Expand the case in the Navigation panel by clicking on the plus sign next to the case number. (See Petition Alerts section (29.2) in the MYCIDS user guide)
Step 3	 Documents Node	-	Open referral document by double clicking on the description (ie: Police report, School incident report) and verify accuracy of reason of referrals in Referral Node. (See Document section (7.0) in the MYCIDS user guide)
Step 4	 Referrals Node	-	Edit or add charges (referrals) in the case file. In MYCIDS, charges are referred to as referrals. (See Referrals section (6.0) in the MYCIDS user guide)
Step 5	Petition Node	-	Create a petition by clicking Create a Petition link. (See Petition section (9 .1) in the MYCIDS user guide)
Step 6	Hearings Node	-	Add First Call hearing. (See Hearing section (11.0) in the MYCIDS user guide)
Step 7	Summons	-	Select summons recipients in Summon/Notices tab. Edit summons to add Clerk information and print summons to deliver to Clerk. (See Summons section (12.0) in the MYCIDS user guide)

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