

Supreme Court
April 16, 2026

Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
Administrative Office	5072	Civil and Criminal Case Filing Forms	This series consists of files related to civil and criminal cases submitted from the circuit, chancery and youth courts throughout the state of Mississippi. The civil cover sheets, criminal disposition forms, and youth court tracking forms were developed by the Administrative Office of Courts to assist the Chief Justice of the Supreme Court of Mississippi in collecting statistical data as required by Section 9-21-3 of the Mississippi Code. The forms contain information regarding the type of case, civil disposition data, and sentencing data in criminal felony cases. The data from the forms is entered into the Supreme Court Automated Tracking System (SCATS).	Hold paper files in the current files area one (1) month after information has been entered into the database, then dispose. Hold electronic files in-house until administrative needs have lapsed, then dispose.