












## INTERSTATE COMMISSION FOR JUVENILES

*Serving Juveniles While Protecting Communities*

**Form III in JIDS** – *when a juvenile is apprehended in the Holding State and signs a Form III.*

1. From the Global Assignments Page, select  (**Add Content**).
2. **Complete** all the fields that have a Red Asterisk.
3. At the bottom of the form select **Generate E-Forms** and hit **SAVE**.
4. Under Other Options, select the **first dropdown box**. Select the **Form III** and hit **SAVE**.
5. The system will refresh and you will see the e-form III at the bottom of the page. Select  (**View**). This will take you into the file and open up the Form III.
6. Complete the **e-form III**. Make sure you hit **SAVE** at the bottom before you leave the page.
7. Once completed, select  (**Print**) at the top of the page to print out the form. Take this form into court to get the necessary signatures. **Close** out of the JIDS file.
8. After obtaining the signatures, **scan** the form as a **PDF** to your computer.
9. Go back into the **juvenile's JIDS file** (search for his/her name and then select  (**View**)).
10. You now need to upload the signed form.
  - A. Hit  then select  **Upload**.
  - B. Under the Separator, select **Return**.
  - C. Under Divider, select **Form III**.
  - D. Click **Browse**.
  - E. You will be taken to your desktop. Find the **scanned document** and double-click it. It will appear in the Upload Documents box.
  - F. Hit **Save**.
11. Once the system refreshes, select  on the top left.
12. If no workflow process is in progress, start the Juvenile Apprehended in Holding State workflow.  
Select  **Route**.
13. Next select  .
14. Ignore the notes box that pops up and just hit **OK**.
15. Box will pop up that says Document Routed Successfully. Hit **OK**.
16. **Close** out of JIDS.