

JUST Connect

Create an Appointment – Court Registrar on behalf of a professional

The screenshot shows the 'Schedules' page in the JUST Connect system. The user is logged in as Carla Pinacolada. The appointment is for 'GREEN, Brett - John Morony Correctional Centre'. The 'SAVE APPOINTMENT' button is visible in the top right.

Agenda

Appointment type: Correctional Meeting
Mode: Video
Jurisdiction: Local Court
Purpose: Conference with Client

Attendees & Time

Appointment owner: BOYD, David
Date: 10/04/2018
From: 04:00 pm
To: 04:30 pm

Attendee	Phone Number	Role	Location	Notes
BOYD, David	VIN 888885		Parramatta Legal Aid	Any
GREEN, Brett	MIN 123456	Correctional Inmate	John Morony Correctional Centre	Any

Appointment Notes

Tuesday, 10 April

Time	02:45 pm	03:00 pm	03:15 pm	03:30 pm	03:45 pm	04:00 pm	04:15 pm	04:30 pm	04:45 pm	05:00 pm	05:15 pm	0
BOYD, David												
Parramatta Legal Aid												
John Morony Correctio...												

Creating a 'Professional Appointment'

Court Registrars can make appointments (at select locations only) on behalf of a solicitor that wishes to use a court multipurpose suite, or remote witness room.

Court Registrars can select from the following professional appointment types in JUST Connect:

- Correctional Meetings
- Correctional Assessments
- Court (only to be used for booking court appearances)
- Family or Friend
- Peer to Peer (option to book the AVL room however it doesn't require an inmate, and may or may not use the AVL equipment. Examples include meetings, training or interviews)

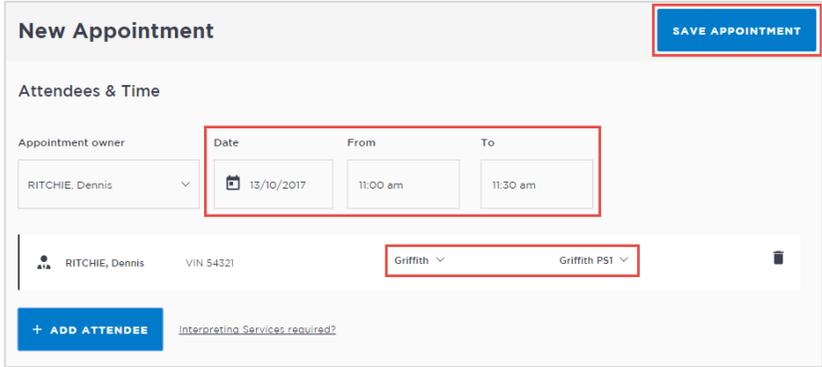
Appointment status

- Court appointments (for court appearances) will be automatically scheduled, even those made at short notice with a person in-custody. The only exception to this rule is when a person in custody is from a high security facility, in which case the appointment will be pending.
- Appointments requested earlier than one business day in advance will be automatically accepted by JUST Connect.
- Appointments for next business day requested before 3pm will be automatically scheduled by JUST Connect.
- Appointments for next business day requested after 3pm, or appointments requested for the same business day, are considered last minute requests and will NOT be automatically scheduled. These requests will be in 'Pending' status and require a Correctional Services Officer or Juvenile Justice Officer to review and then Accept or Decline the appointment

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Step	Action
1	Log on to the JUST Connect system.
2	From the Home page, click Create Appointment 
3	The <i>New Appointment</i> screen displays. Complete the <i>Agenda</i> details by selecting the Appointment Type , Mode (either Video or Phone), the relevant Jurisdiction , and the Purpose . Note: the appointment type 'Court' should only be used for court appearances. Click Add Attendee . 
4	The <i>Add Attendee</i> pop-up displays. Select the Type of attendee. Note that attendees can be added to the appointment in any order. If you select an Inmate or Detainee, you will then need to enter either their MIN number or CIMS number. If you select a Professional attendee, you will then need their name or VIN. If the professional is not yet registered in JUST Connect, you will need their details and VIN to add them as a guest attendee. 

Step	Action
5	The attendee(s) have been added. Click Add Attendee until you have added all attendees to the appointment. Select the Date and complete the From and To time fields. The system will automatically assign a room at the attendees default location. If required, edit the location or room number for the professional to match the court location and room by selecting the arrow beside the default location. 
6	If required, enter any appointment notes into the Appointment Notes field. These will be visible to all attendees and noted on the appointment reminders. Once you have completed all the details, click Save Appointment . The appointment will now display in the schedule. Professional attendees will be notified of the appointment by email.