

# Courts (Custody) Reconciliation List

**User Guide** 

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#### Aim

The aim of this user guide is to provide you with information and knowledge on how to use the JUST Connect system to manage the Reconciliation List.

#### **Objectives**

At the end of this session participants will be able to:

- Log in and navigate JUST Connect
- Operate and manage the digital Reconciliation List
- Manage reconciliations
- Generate reports
- Know where to find support material and contacts

#### What is JUST Connect?

JUST Connect is a web-based system enabling video conferencing collaboration, coordination and connection across the Department of Justice.

JUST Connect will enable booking of video and telephone sessions, professional interviews, visits, meetings, conferences and booked court appearances (for Supreme Court arraignments and NCAT), as well as the management of digital custody lists management for court appearances.

#### Who uses JUST Connect?

JUST Connect now has over 10,000 profiles; this includes users from Legal Aid, Corrective Services, Juvenile Justice, Courts and Tribunals, State Parole Authority, Supreme Court (arraignments), NCAT (Guardianship Division), Aboriginal Service Unit (ACCSO), Aboriginal Legal Service and Private legal and medical professionals. Upcoming releases may see more users receive access to JUST Connect as well as the roll out of additional functionality and enhancements for both AVL bookings and custody list management.

#### How will JUST Connect impact my role

Registry Staff and Court Officers will now be able to electronically manage the daily custody Reconciliation List by having person in-custody information pre-populated and the ability to add fresh matters in real time to be viewed by other staff. This will eliminate the need to manually prepare the daily custody Reconciliation List.

#### Registry Staff can use JUST Connect outside the court room to:

- Prepare the daily custody Reconciliation List
- Updated the Reconciliation List throughout the day as tasks are completed
- Add additional fresh custody as required
- Finalise end of day Reconciliation List

#### Court Officers can use JUST Connect inside the court room to:

- Update the Reconciliation List as outcomes are completed
- View additional fresh custodies added by the registry

Court Registries will continue to receive the daily emailed custody list, in addition to the digital version on JUST Connect.

Corrective Services at this stage will not utilise the Reconciliation List. The Reconciliation List is for internal use within the Court registries only.

## Login and View the Reconciliation List

#### System requirements

JUST Connect is only supported by the following web browsers:

- Google Chrome v56 or above
- Internet explorer v11 or above



#### Logging on to JUST Connect

Go to the JUST Connect log in page

**Non-Citrix users:** Click or copy the below link into Google Chrome Link: <u>https://justconnect.justice.nsw.gov.au</u>

**Citrix users:** Click the yellow icon 9 installed on your desktop

#### Logging into JUST Connect

Registry or Court Staff using JUST Connect will have a single sign on. This means when you log into a Justice network PC for the day, you will automatically be logged into JUST Connect as well.

If a Court Officer is logged out of JUST Connect for any reason, the login details will be your Justice email address (as the user name) and your network password as your JUST Connect password.

If a password needs to be reset, you should contact DTS service desk on (02) 8688 1111 (or 81111) – then choose option 3.

#### **Viewing the Reconciliation List**

The Reconciliation List page is used by Registry or Court Staff during court sessions to manage inmates and detainees appearing in court. Data for the Reconciliation List page is retrieved from Correctional Services (OIMS), and Juvenile Justice (CIMS) each morning, at approximately 5am.

To view the Reconciliation List page in JUST Connect, Registry or Court Staff will need to:

Step	Action
1	Log into JUST Connect, and then select the <b>Custody List</b> page at the top of the screen.
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2	The <i>Custody List</i> page displays: Select your <b>location</b> only from the <b>drop down list</b> . Note that if you have only one location assigned to your profile, this will display by default. Where Schedules Custody List Account Contacts Support
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Step	Act	tion											
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Step	Action														
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## Managing the Reconciliation List

#### **Reconciliation List Overview**

The Reconciliation List page has several columns, which can be sorted using the arrows at the top of selected columns.

Cus	tody List	Reconciliation List											
											EXPORT T	O EXCEL	FINALISE
	Name 🖨	Case No. 🗢	Jurisdiction 🗢	Туре 🖨	Mode 🗢	Custodial Authority Email 🗘	Outcomed 🖨		Checked 🖨	Scanned/ Emailed 🖨		Comments/ Information 🖨	
	BART, Step	2018/000000	Local Court	REMAW	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time		Î
>	KON, Dimitri	2019/0000000	Local Court	REMAW	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time		
>	GREEN, Brett	2018/0000000	Local Court	S77OR	Video $\vee$	test@email.com	Initials	Time	Initials	Initials	Time		
>	SCULL, Lee	2019/0000000	Local Court	REMAW	Video $\vee$	test@email.com	Initials	Time	Initials	Initials	Time		
	PEREZ, Ric	2017/0000000	Local Court	S77OR	Video $ \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! $	test@email.com	Initials	Time	Initials	Initials	Time		
	HAY, Mike	2018/0000000	Local Court	S77OR	Other 🗸	test@email.com	Initials	Time	Initials	Initials	Time		
	MATS, Jay	2019/0000000	Local Court	S77OR	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time		

The data in each column is outlined below.

Column:	Description:
Name	The name of the person in-custody who has a court appearance at your nominated location.
Case number	The case number being dealt with during the day's court session.
Jurisdiction	Lists the court jurisdiction the matter is being heard in, for example Local Court or District Court.
Туре	The type of attendance by the person in-custody.
Mode	Identifies whether the session will take place by video, cells (docs) or by phone. Note if the appearance type is any other value then it will be set to 'Other'.
Custodial Authority Email	The email address of the Correctional Centre or Juvenile Detention centre where warrants and/or control orders are to be sent
Outcomed	The initials of the person who has outcomed the matters in JusticeLink are to be entered in the text field.
	Note: If there are two persons with the same initials then whole name can be typed into the field.

Column:	Description:
Checked	The initials of the authorised officer checking and signing the order.
	Note: The authorised officer checking and signing must not be the same person who entered the result in JusticeLink (with the exception of one person court locations)
Scanned/Emailed	The initials of the person who has scanned and emailed the order to the correctional centre.
Comments/ Information	Any additional comments or information relating to the matter can be made in the text field.

#### Viewing multiple cases

If a person in-custody is appearing for several cases within the same jurisdiction, only one case number will display alongside their name.

To view multiple cases relating to the person in-custody click the > arrow next to their name:

Cust	ody List	Reconciliation List											
											EXPORT 1	TO EXCEL	FINALISE
	Name 🖨	Case No. 🗢	Jurisdiction 🗢	Type 🗘	Mode 🗘	Custodial Authority Email 🗢	Outcomed 🗘		Checked 🗘	Scanned/ Emailed 🖨		Comments/ Information 🗢	
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>	GREEN, Brett	2018/0000000	Local Court	S77OR	Video $\vee$	test@email.com	Initials	Time	Initials	Initials	Time		
>	SCULL, Lee	2019/0000000	Local Court	REMAW	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time		
	PEREZ, Ric	2017/0000000	Local Court	S77OR	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time		
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	MATS, Jay	2019/0000000	Local Court	S77OR	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time		

This will expand the view:

Cust	ody List	Reconciliation List											
											EXPORT T	TO EXCEL	FINALISE
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	GREEN, Brett	2018/0000000	Local Court	REMAW	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time		

## **Managing the Reconciliation List**

#### **Entering information**

The daily custody Reconciliation List is a 'live' document and must be updated throughout the day to reflect:

- custodial matters finalised by the court •
- JusticeLink outcomes recorded •
- documents transmitted to custodial agencies (including remand warrants, sentence • warrants, control orders, non-custodial orders made for persons appearing in custody).

The list must be updated electronically, using JUST Connect, with the time certain tasks are completed and the initials of the registry officers completing relevant tasks.



- all columns in the Reconciliation List are editable until the list is finalised
- more than one user can access the Reconciliation List at any time •
- the Reconciliation List will automatically save when edited to be viewed by others in real time

To enter information in the Reconciliation List page, Registry or Court Staff will need to:

Step	Action													
1	Navigate to the Reconciliation List and you are able to choose to navigate all jurisdictions or a specific jurisdiction as required.													
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	<u>Custodv List</u>	Reconcil	iation List											
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											EXPORT TO EXCEL			
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	BART, Step	2018/0000000	Local Court	REMAW	Video $\vee$	test@email.com	Initials	Time Ir	nitials	Initials	Time			
	> KON, Dimitri	2019/0000000	Local Court	REMAW	Video $\vee$	test@email.com	Initials	Time Ir	nitials	Initials	Time 👘			
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	> SCULL. Lee	2019/0000000	Local Court	REMAW	Video 🗸	test@email.com	Initials	Time Ir	nitials	Initials	Time			
	PEREZ. Ric	2017/0000000	Local Court	S77OR	Video 🗸	test@email.com	Initials	Time Ir	nitials	Initials	Time			
	HAY. Mike	2018/0000000	Local Court	\$770R	Other ∨	test@email.com	Initials	Time Ir	nitials	Initials	Time Time			
	MATS, Jay	2019/0000000	Local Court	S77OR	Video ∨	test@email.com	Initials	Time Ir	nitials	Initials	Time			
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Step	Action										
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	Name 🗢	Case No. 🗢	Jurisdiction 🗢	Type 🗘	Mode 🗘	Custodial Authority Email 🗢	Outcomed 🕻	;	Checked 🗘	Scanned/ Emailed \$	
	BART, Step	2018/0000000	Local Court	REMAW	Video 🗸	test@email.com	WT	Time	Initials	Initials	Time
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	> GREEN, Brett	2018/0000000	Local Court	S77OR	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time
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	> KON. Dimitri	2019/0000000	Local Court								Time
	<ul> <li>KON. Dimitri</li> <li>GREEN, Brett</li> </ul>	2019/0000000	Local Court	S77OR	Video 🗸	test@email.com	Initials	05:00 pm 05:15 pm		Initials	
5	<ul> <li>KON, Dimitri</li> <li>GREEN, Brett</li> <li>SCULL, Lee</li> <li>PEREZ, Ric</li> </ul> After the regard time should be characterized to the set of th	2019/000000 2019/000000 2017/000000 2017/000000 gistry officer ould be entr	Local Court Local Court Local Court Local Court thas check ered. d under th	s770R REMAW S770R Cked and	video ~ video ~ video ~ d scanr <b>ked</b> col	test@email.com test@email.com ned/emaile	thitiels Initiels and the m then Sca	atter, 1	that off	icer's i	Time
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Step	Action												
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	SLO. Rob	2017/000000	Local Court	S77OR	Other 🗸	test@email.com	Initials	Time	Initials	Initials	Time		1
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#### Editing a Custody item

To edit a custody item click into the required field under any of the columns (with the exception of the Mode column).

Once the new information is entered the Reconciliation List will automatically save.

The mode column has a drop down menu for a new selection:

Custody List	Reconciliation List											
	L									EXPORT	TO EXCEL	FINALISE
Name 🗘	Case No. 🗢	Jurisdiction 🗘	Туре 🗢	Mode 🗘	Custodial Authority Email 🗢	Outcomed 🗘		Checked 🗘	Scanned/ Emailed 🗘		Comments/ Information 🗘	
BROW, Matt	2017/000000	Local Court	REMAW	Video $\vee$	test@email.com	Initials	Time	Initials	Initials	Time		Ť
SLO, Rob	2017/000000	Local Court	S77OR	Video		Initials	Time	Initials	Initials	Time		
				Cells		Initials	Time	Initials	Initials	Time		Ŧ
				Phone								
						•						•



*NOTE* All columns in the Reconciliation List are editable until the list is finalised.

#### Adding a Fresh Custody

To add a fresh custody in the Reconciliation List page, registry or court staff will need to:

Step	Action											
1	Navigate to	the Rec	onciliatio	on List.								
	💥 NS	w	Home	Schedules	Cu	stody List	Account	Conta	acts	Support		
	Wednesda	<b>ay,</b> May	01									
	My location <b>Cer</b>	ntral Court 🗡 İ	n Sydney Cer	ntral 1 🗸 for	C Local C	Court ~						
	Custody List	Reconci	liation List									
2	Click on the	+ locate	ed at the	bottom	n righ	t hand si	ide of th	ne Re	conci	liation	List.	
	Custody List Recon	ciliation List										
	,										EXPORT TO EXCEL	INALISE
						Custodial			Checked	Scanned/	Comments/	
	Name 🗘	Case No. 🗘	Jurisdiction 🗘	Туре 🗢	Mode ⊋	Authority Email 🗘	Outcomed +		checked +	Emailed 🗘	Information 🗘	
	Name 🗢	Case No. \$	Jurisdiction 🗢	Type 🗢	Mode ⊋ Video ∨	Authority Email \$	Initials	Time	Initials	Emailed \$	Information 🗢	
	Name 🗢 BROW, Matt SLO, Rob	Case No. \$ 2017/000000 2017/000000	Jurisdiction 🗢	Type REMAW S770R	Video V Other V	Authority Email \$ test@email.com test@email.com	Initials	Time Time	Initials	Emailed \$	Time	1
	Name C BROW, Matt SLO, Rob	Case No. \$ 2017/000000 2017/000000	Jurisdiction \$	Type \$	Mode ∓ Video ∨ Other ∨	Authority Email test@email.com	Initials	Time	Initials	Emailed \$	Time	•
	Name © BROW, Matt GLO, Rob	Case No. \$	Jurisdiction \$	Type • REMAW S77OR	Mode Video Other	Authority Email \$ test@email.com test@email.com	Initials	Time	Initials	Emailed  Initials Initials	Time	•
3	Name * BROW, Matt GLO, Rob	Case No. \$ 2017/000000 2017/000000 Derrate a	Local Court Local Court Local Court	REMAW 5770R v at the	Mode Ç Video V Other V	Authority Email \$ test@email.com test@email.com	initials Initials	Time	Initials	Emailed \$	Time	•
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3	Name © BROW, Matt SLO, Reb This will gen Enter the re Custody List Name © BROW, Matt	Case No. *           2017/000000           2017/000000           Case No. *           equired in           nolliation List           case No. *           2017/000000	Jurisdiction • Local Court Local Court New rov Iformatic	Type \$ REMAW S770R V at the on into t Type \$ REMAW	Mode Cather ~	Authority Email © test@email.com test@email.com orm of the elds. Custodial Authority.Email © test@email.com	outcomed • Initials Initials Initials	Time	tnitials tritials tritials	Emailed P Initials Initials Initials Scanned/ Emailed P Initials	Information \$	T T T NALISE
3	Name © BROW, Matt SLO, Rob This will gen Enter the re Custody List Record Name © BROW, Mast SLO, Rob	Case No. •           2017/000000           2017/000000           Case No. •           Case No. •           2017/000000           Case No. •           2017/000000           2017/000000	Jurisdiction  Cocel Court Locel Court	Type \$ REMAW S770R Type \$ REMAW S770R	Mode © Video ~ Other ~ Mode © Video ~ Other ~	Authority Email \$ test@email.com test@email.com test@email.com custodia Authority Email \$ test@email.com test@email.com test@email.com	Outcomed + Initials Potials	Time Time Time	Initials Initials Initials Initials Initials Initials Initials	Emailed \$ Initials Initials Initials Initials Initials Initials Initials Initials Initials Initials	Information \$	Ti Ti Ti Ti Ti Ti Ti Ti Ti Ti Ti Ti Ti T
3	Name ©	Case No. 2           2017/000000           2017/000000	Jurisdiction  Cocal Court Local Court Local Court Jurisdiction Local Court Local Court Local Court	туре \$ REMAW \$770R v at the on into f туре \$ REMAW \$770R	Mode = Video ~ Other ~ bottc the fi	Authority Email \$ test@email.com test@email.com Custodial Authority Email \$ test@email.com test@email.com test@email.com	Outcomed ÷	Time Time Time Time	Checked  Checked  Initials Initials Initials Initials Initials Initials	Emailed \$ Initials Initials Initials Initials Initials Initials Initials Initials	Information \$	
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#### Deleting a Custody item

If a custody item is no longer required on the Reconciliation List ie: error on list it can be deleted.

To delete a custody item you must provide a reason in the comment field.

The custody item will remain in the Reconciliation List for auditing purposes.

To delete a custody item in the Reconciliation List page, registry or court staff will need to:

Step	Action												
1	Navigate to	the Reco	onciliatio	on List.									
	💥 NS	W	Home	Schedules	Cus	tody List	Account	Contac	cts	Support			
	Wednesda	<b>ay,</b> May	01										
	My location Cer	ntral Court 🗡 İI	າ Sydney Cen	ntral1 ∨ for	Local C	ourt 🗸							
	Custody List	Reconcil	iation List	]									
2	Locate the	person in	custod	y from t	he lis	st.							
	Click in the	Comme	nts/Info	rmatio	n fiel	d to ente	er reaso	n for c	deleti	ing cu	stody	item ie	:
	Error in list												
	Custody List Reco	nciliation List											
											EXPORT	TO EXCEL	FINALISE
	Name 🗘	Case No. 🗘	Jurisdiction 🗘	Type 🗢	Mode 🗘	Custodial Authority Email 🗘	Outcomed \$		Checked 🗘	Scanned/ Emailed \$		Comments/ Information 🗘	
	BROW, Matt	2017/000000	Local Court	REMAW	Video 🗸	test@email.com	Initials	Time	Initials	Initials	Time		
	SLO, Rob	2017/000000	Local Court	S77OR	Other 🗸	test@email.com	Initials	Time	Initials	Initials	Time		•
	GREEN, Brett	2018/000000	Local Court	REMAW	Cells 🗸	test@email.com	Initials	Time	Initials	Initials	Time	Error in list	
3	Click on the	icon	located	to the e	and o	f the rov	N						
			locatoa										
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	Name 🗘	Case No. 🗢	Jurisdiction 🗘	Type 🗘	Mode 🗘	Custodial Authority Email 🗘	Outcomed 🗘	c	Checked 🗘	Scanned/ Emailed 🗘		Comments/ Information 🖨	
	BROW, Matt	2017/000000	Local Court	REMAW	Video 🗸	test@email.com	Initials	Time In	nitials	Initials	Time		
	SLO, Rob	2017/000000	Local Court	S77OR	Other Y	test@email.com	Initials	Time II	nitials	Initials	Time		
	GREEN, Brett	2018/000000	Local Court	REMAW	Cells V	test@email.com	Initials	Time li	nitials		Time	Error in list	<u> </u>
	The custody	y item wil	l now ha	ave a st	rike t	hrough	and mo	ve to t	he b	ottom	of th	e list ur	nless
	no commen	its were r	nade it	will be c	lelete	ed and it	t will disa	appea	r fro	m the	list:		
	Custody List	onciliation List											
											EXPORT	TO EXCEL	FINALISE
	Name 🖨	Case No. 🗘	Jurisdiction 🗘	Type 🗢	Mode 🗘	Custodial Authority Email 🗢	Outcomed 🖨		Checked 🖨	Scanned/ Emailed 🗢		Comments/ Information 🗘	
	SLO. Rob	2017/000000	Local Court	S77OR	Other 🗸	test@email.com	Initials	Time	Initials	Initials	Time		1
	BROW, Matt	2017/000000	Local Court	REMAW	Video $\vee$	test@email.com	WT	03:15 pm	WJ	WJ	03:30 pm		ĩ
	GREEN, Brett	2018/000000	Local Court	REMAW	Ce	test@email.com	Initials	Time	Initials	Initials	Time	Error in list	•

Step	Action												
	If you nee	d to re-inst	ate a de	leted o	custod	ly item.							
	Click on th without co	ne 🔳 icon l mments it	located a will need	at the e d to be	end of re-en	the strik	ed thro it has t	ugh r been	ow. If	it has ved no	s beer ot srtil	n delete ked thr	ed ough
	Custody List	Reconciliation List											
											EXPORT TO	DEXCEL	FINALISE
	Name 🗢	Case No. 🗢	Jurisdiction 🗘	Type 🗢	Mode 🗘	Custodial Authority Email 🗘	Outcomed 🗘		Checked 🗘	Scanned/ Emailed \$		Comments/ Information \$	
	SLO, Rob	2017/000000	Local Court	S77OR	Other 🗸	test@email.com	Initials	Time	Initials	Initials	Time		
	BROW, Matt	2017/000000	Local Court	REMAW	Video 🗸	test@email.com	WT	03:15 pm	WJ	WJ	03:30 pm		
	OREEN, Brett	2010/000000	Local Court	REMAW	Ce	test@email.com	Initials	Time	Initials	Initials	Time	Error in list	+
	Custody List	dy item wil	l return t	to the l	ist and	d allow fo	r fields	to be	e edite	əd.			
											EXPORT TO	DEXCEL	FINALISE
	Name 🗢	Case No. 🗢	Jurisdiction 🗘	Туре 🗢	Mode 🗘	Custodial Authority Email 🗢	Outcomed 🕏		Checked 🗘	Scanned/ Emailed \$		Comments/ Information 🗘	
	SLO, Rob	2017/000000	Local Court	S77OR	Other 🗸	test@email.com	Initials	Time	Initials	Initials	Time		ĩ
	GREEN, Brett	2018/000000	Local Court	REMAW	Cells $\vee$	test@email.com	Initials	Time	Initials	Initials	Time	Error in list	
	BROW, Matt	2017/000000	Local Court	REMAW	Video 🗸	test@email.com	WT	03:15 pm	WJ	WJ	03:30 pm		

#### Exporting to excel

The Reconciliation List is available in an excel spread-sheet. At any stage the Reconciliation List can be exported into excel.

To export to an excel spread-sheet click Export to Excel button

Custody List	Reconciliation List										
										EXPORT TO EXCEL	FINALISE
Name 🗘	Case No. 🗘	Jurisdiction 🗘	Туре 🗘	Mode 🗘	Custodial Authority Email 🗢	Outcomed 🗘		Checked 🗘	Scanned/ Emailed 🖨	Comments/ Information 🗢	
SLO, Rob	2017/000000	Local Court	S77OR	Other 🗸	test@email.com	Initials	Time	Initials	Initials	Time	ĩ

This will generate an excel spreadsheet:

	А	В	С	D	E	F	G	Н	1	J	K	L	М	N
1	This docur	nent must	be retaine	d for audi	ting purpo	ses.								
2	Name	Case Num	Jurisdictic	Туре	Mode	Custodial	Outcomed	Outcomed	Checked E	Scanned/	Scanned/	Comment	Finalised	Active
3	SLO, Rob	2017/0000	Local Cour	S77OR	Other	test@ema	il.com							TRUE
4	GREEN, Br	2018/0000	Local Cour	REMAW	Cells	test@ema	il.com					Error in lis	t	TRUE
5	BROW, Ma	2017/0000	Local Cour	REMAW	Video	test@ema	WT	3:15 PM	WJ	WJ	3:30 PM			TRUE
6														

The Active column will display true if the custody item has not been deleted.



If you select the print idocument

icon located top right of the screen it will generate a PDF

#### End of day finalising

All entries in the Reconciliation list must be completed for the list to be finalised or an error will appear and not allow you to finalise the list. There will appear red lines where the information is missing and to be completed.

Custo	dy List <u>Reconcil</u>	iation List											
											EXPO	RT TO EXCEL	FINALISE
_					Validation Erro	or		<u> </u>					_
	Name 🗢	Case No. 🗢	Jurisdiction ¢	Type 🛊	All mandatory finalised.	fields need to be completed befor	re this list can be		Checked 🛊	Scanned/ Emailed \$		Comments/ Information \$	
~	AMIRI, Abdul	2018/00286407	Local Court	S77OR			ок	10:00 am	WR	RG	10:15 am		
	AMIRI, Abdul	2019/00024858	Local Court	REMAW				Time					
	KARANOUH, Mahmoud	2019/00127895	Local Court	REMAW	Video 🗸	ssa@justice.nsw.gov.au	LR	10:15 am	WR	RG	10:30 am		
~	TAYLOR, Derrin	2019/00061163	Local Court	REMAW	Video $\checkmark$	ssa@justice.nsw.gov.au	LR	10:30 am	WR	RG	10:45 am		
	TAYLOR, Derrin	2019/00089131	Local Court	REMAW	Video $\checkmark$								

Once all lines have been completed and at the conclusion of the day a reconciliation of the paperwork must be completed with custodial authorities. The registry officer(s) carrying out the reconciliation must finalise the list within JUST Connect.

#### Click Finalise button

Custo	dy List <u>Reconc</u>	iliation List											
											EXPORT TO EX	CEL	FINALISE
	Name 🗘	Case No. 🗢	Jurisdiction 🗘	Туре 🗘	Mode 🗘	Custodial Authority Email 🗘	Outcomed 🖨		Checked 🖨	Scanned/ Emailed 🖨	Co	omments/ formation 🗘	
	BROW, Matt	2017/000000	Local Court	REMAW	Video 🗸	test@email.com	WT	03:15 pm	LW	LW	03:30 pm		Î
	SLO, Rob	2017/000000	Local Court	S77OR	Other 🗸	test@email.com	WT	04:45 pm	WJ	UW	04:30 pm		

The following warning message will appear:



Click Yes if you wish to continue.

The name of the registry officer that finalised the Reconciliation List will appear and the list will no longer be editable.

Custo	dy List	Reconciliation List										
										EXPORT TO EXCE	-	Finalised By: Carla Pinacolada
	Name 🗘	Case No. 🗢	Jurisdiction 🗢	Туре 🗘	Mode 🗘	Custodial Authority Email 🗢	Outcomed 🖨		Checked 🗘	Scanned/ Emailed \$		Comments/ Information 🗢
- I	BROW, Matt	2017/000000	Local Court	REMAW	Vid	test@email.com	WT	03:15 pm	WJ	WJ	03:30 pm	ĩ
	SLO, Rob		Local Court	S77OR		test@email.com		04:45 pm			04:30 pm	ĩ
	GREEN, Brett	2018/000000	Local Court	REMAW	Ce	test@email.com	WT	04:30 pm	WJ	WJ	04:30 pm	ĩ

## Managing and generating Reconciliation reports

Any court users who have access to the Manage tab (typically Registrar, Deputy Registrar and Team Leaders) will be able to:

- view a Reconciliation item
- edit a finalised Reconciliation List to update or delete items
- add Reconciliation item
- generate a reconciliation report

#### View a Reconciliation item

To view a reconciliation item, the Location Manager will need to:

Step	Action							
1	Navigate to the Manag Click <b>Manage</b> tab Select <b>Manage Recon</b>	e Reco ciliatio	nciliations <b>ns</b> from the	menu on th	e left			
	🐝 NSW	Home	Schedules	Custody List	Account	Contacts	Support	Manage
	< Back Manage Users	<	Manage	Users				
	Manage Locations							
	Manage Rooms		O+ Man	age your tear	n below			
	Manage Reconciliations		Search by					
	Generate Report		Name, Email, V	'IN or CIMS Number				

Step	Action
2	The Reconciliation List will default to current day. To locate the reconciliation item: Select the relevant fields to search by Location, From date, To date, Finalise status, Search by offender and/or Search by case number
	Manage Reconciliations
	Location From To Finalise status
	Griffith Court     Image: 19/02/2019     Image: 19/02/2019     All       Search by offender     Search by case number
	Offender name Case Number
	As the fields are updated the filtered list will automatically update.
3	Locate the reconciliation item: Click on located at the end of the reconciliation item. Manage Reconciliations
	Manage Reconcillations
	Location From To Finalise status
	Griffith Court         V         Image: 19/02/2019         All         V
	Search by offender Search by case number
	Offender name Case Number
	Displaying <b>3 of 3</b> results Displaying page < 1 of 1 >
	Case Jurisdiction Type Mode Outcomed Outcomed Scanned Scanned Finalised Active Edit Number Jurisdiction Type Mode By At By At By At By At By At By At By
	BROW. 2017/00000C Local REMAW Video WT 03:15 pm WJ 03:30 pm Pinacolada true Matt Pinacolada true
	GREEN. 2018/0000C Local REMAW Cells WT 04:30 pm WJ 04:30 pm Pinacolada true *** Brett Pinacolada

#### Step Action

- 4
- Select View from the drop down menu



#### The information will now display:

	×
Name	
BROW, Matt	
Case Number	
2017/000000	
Туре	
REMAW	
Jurisdiction	
Local Court	
Mode	
Video	
Custody Authority Email	
test@email.com	
Outcomed By	
WT	
Outcomed Time	
wi	
Scanned By	
L. L. L. L. L. L. L. L. L. L. L. L. L. L	
Scanned Time	
Location	
Date	
2019-02-19T00:00:00.000Z	
Finalised By	
Carla Pinacolada	
Comments	

## Update a finalised reconciliation item

To update a finalised reconciliation, the Location Manager will need to:

Step	Action
1	Navigate to the Manage Reconciliations         Click Manage tab         Select Manage Reconciliations from the menu on the left         Image NSW         Home       Schedules         Custody List       Account       Contacts         Support       Manage
	< Back Manage Users
	Manage Locations Manage Rooms Manage Reconciliations
	Generate Report Name, Email, VIN or CIMS Number
2	The Reconciliation List will default to current day. To locate the Reconciliation List Select the relevant fields to search by Location, From date, To date, Finalise status, Search by offender and/or Search by case number Manage Reconciliations
	Location     From     To     Finalise status       Griffith Court      19/02/2019     19/02/2019     All
	Search by offender     Search by case number       Offender name     Case Number

Step	Action												
3	Locate the reconciliation item Click on located at the end of the reconciliation item												
	Manage	Manage Reconciliations add reconciliation item											
	Manage Reconciliations												
	Location			From		То	Fi	inalise status					
	Griffith Co	urt		~	19/02/	/2019	19/02/201	9	All Y				
	Search by o	ffender name			Search by cas	<b>se number</b> ber							
									Displayin	g <b>3 of 3</b> results	Displaying pa	age <	1 of1 >
		Name Ca Nu	ise Jurisdicti imber Jurisdicti	on Type	Mode	Outcomed By	l Outcomed At	Checked By	Scanned By	Scanned At	Finalised By	Active	Edit
		BROW, 20 Matt 20	17/0000C Local Court	REMAW	Video	WT	03:15 pm		WJ	03:30 pm	Carla Pinacolada	true	
		GREEN. 20 Brett	Local 18/0000C Court	REMAW	Cells	WT	04:30 pm		WJ	04:30 pm	Carla Pinacolada	true	
4	Select	Update	from the	drop d	own m	enu							
	Display	ing <b>3 of 3</b> results	s Displaying pa	ge <	1 of 1	>							
	Scanned By	Scanned At	Finalised By	Active	Edit								
	WJ	03:30 pm	Carla Pinacolada	true									
	WJ	04:30	Actions: View										
	WJ	04:30	Update Delete										

Step	Action								
5	All fields are editable Select and update/ch	All fields are editable Select and update/change the relevant field requiring updated information							
	Update reconciliation item								
	Case Details								
	Name BROW, Matt	Mode Video V							
	Case Numbers and Type								
	Case Number	Туре							
	2017/000000	REMAW							
	Location								
	Location	Jurisdiction							
	Audit Details								
	Custody Authority Email	19/02/2019							
	Outcomed By	Outcomed Time							
	WT								
	Checked By								
	Scanned By	Scanned Time							
	LW								
	Comments								
6	Click Update Recon	ciliation button							
		RECONCILIATION							
		RECONCILIATION							
	A confirmation will no	ow display:							
	( V								
	Success! This reconciliati	on has been							
	updated								
	ок	]							

### Delete a reconciliation item

To delete a finalised reconciliation, the Location Manager will need to:

Step	Action
1	Navigate to the Manage Reconciliations         Click Manage tab         Select Manage Reconciliations from the menu on the left         Image NSW         Home       Schedules         Custody List       Account       Contacts         Support       Manage
	< Back  Manage Users Manage Users
	Manage Locations Manage Rooms Manage Reconciliations
	Generate Report Name, Email, VIN or CIMS Number
2	The Reconciliation List will default to current day. To locate the Reconciliation List: Select the fields to search by Location, From date, To date, Finalise status, Search by offender and/or Search by case number
	Location From To Finalise status
	Griffith Court        Search by offender     Search by case number
	Offender name Case Number As the fields are updated the filtered list will automatically update.

Step	Action											
3	Locate the reconciliation item Click on located at the end of the reconciliation item											
	Manage Reconciliations											
	Manage Reconciliations											
	Location Griffith Court		~	From	To 119	19/02/2019	Finalise status					
	Search by offend	ler		Search by case	number							
	Offender name			Case Number			Displayir	ng <b>3 of 3</b> results	Displaying pa	ng page < 1 of1 >		
	Na	ame Case Number	Jurisdiction Type	Mode	Outcomed By	Outcomed C At B	hecked Scanned y By	Scanned At	Finalised By	Active	Edit	
	BF	ROW. 2017/0000C	Local REMAW Court	Video	WT	03:15 pm	LW	03:30 pm	Carla Pinacolada	true		
	Gi Br	REEN, 2018/0000c rett	Local REMAW Court	Cells	WT	04:30 pm	LW	04:30 pm	Carla Pinacolada	true		
4	Select D	elete from t	the drop do	wn mer	าน	_						
	Displayi	ng <b>3 of 3</b> results	Displaying pag	ge <	1 of	1 >						
	Scanned By	Scanned At	Finalised By	Active	Edit							
	WJ	03:30 pm	Carla Pinacolada	true								
	νJ	04:30	Actions: View									
	LW	04:30	Update Delete									
	The reco	nciliation it	em has nov	v been i	remove	ed from	the list <sup>.</sup>					
								Displaying 2 of	<b>3</b> results Displa	aying page <	1 of 1 >	
	Name	Case Jurisdiction Number	n Type Mode	e Outcor By	med Outco At	med Checke	d By Scanned By	Scanned At	Finalised By	Active	Edit	
	GREEN, Brett	2018/000000 Local Court	: REMAW Cells	WT	04:30	pm	LW	04:30 pm	Carla Pinacolada	true		

#### Step Action



To view deleted reconciliation items a Court Custody Reconciliations report will need to be generated. It will display the comments for deleting the reconciliation item.

#### Add Reconciliation item

In some instances, the Reconciliation List may have been finalised before all custody items have been accounted for. The Location Manager can add the reconciliation item to the finalise list.

To add a reconciliation item, the Location Manager will need to:

Step	Action								
1	Navigate to the Manag Click <b>Manage</b> tab Select <b>Manage Recon</b>	e Reco ciliatio	nciliations <b>ns</b> from the	menu on th	e left				
	🐝 NSW	Home	Schedules	Custody List	Account	Contacts	Support	Manage	
	< Back Manage Users	<	Manage Users						
	Manage Locations Manage Rooms	A Man	age your tean	n below					
	Generate Report		Search by Name, Email, V	'IN or CIMS Number					

Step	Action									
2	Click Add Reconciliation	Item								
	Manage Reconciliations	Manage Reconciliations								
	Manage Reconciliations									
	Location Griffith Court ~	From To Finalise sta	tus v							
	Search by offender	Search by case number								
	Offender name	Case Number								
			Displaying 2 of 3 results   Display	ying page < 1 of 1 >						
	Name Case Jurisdiction	Type Mode Outcomed Outcomed By At	Checked By Scanned By Scanned At Finalised By	Active Edit						
	GREEN, 2018/000000 Locel Court Brett	REMAW Cells WT 04:30 pm	WJ 04:30 pm Carls Pinacolada	true						
	SLO, Rob 2017/000000 Local Court	S77OR Other WT 04:45 pm	WJ 04:30 pm Carla Pinacolada	true						
3	Select relevant fields to co	Mode         Calls         Type         Jurisdiction	tion:							
	Outcomed By Checked By Scanned By Comments	DD/MM//YYY         Outcomed Time         Scanned Time								

Step	Action
4	Click Save Reconciliation
	CANCEL SAVE RECONCILIATION
	A confirmation will display:
	Success! This reconciliation has been
	added to JUST Connect
	ок

## Generate report

Step	Action							
1	Navigate to the Ma Click <b>Manage</b> tab Select <b>Generate R</b>	nage Reconciliations: eport from the menu on the left ne Schedules Custody List Account Contacts Support Manage						
	< Back	Generate Report						
	Manage Locations Manage Rooms	Generate a list of all appointments/reconciliations below						
	Generate Report	Reports for a wide date range can be slow and may degrade performance. For optimal performance, please limit the chosen date range to 3 months or less.						
		Appointments     Court Custody Reconciliations						
		Agency     Location       Court Services     ✓       Griffith Court     ✓						
		From To 19/02/2019 GENERATE To To To To To To To						

Step	Action
2	Select <b>Court Custody Reconciliations</b> Select <b>Location</b> from the drop down menu Select <b>From date</b> and <b>To date</b> Click <b>Generate</b>
	Report Type         Appointments         Ocurt Custody Reconciliations
	Location Griffith Court ~
	From         To           Image: 19/02/2019         Image: 19/02/2019
	GENERATE
	0% building report from 2019-02-19 to 2019-02-19
	U Depending on the size of the data requested this step may take up to 10 minutes
3	Open downloaded excel file
	A         B         C         D         E         F         G         H         I         J         K         L         M         N         O         P         Q         R           1         Name         Case No.         Location         Jurisdictic Type         Mode         Custody A Outcome         Outcome         Escanned E Scanned T Finalised I Comment Date         Active         Finalised At           2         BROW, Matt         2017/0000 Griffith C Local Cour REMAW         Video         test@em&VT         3:15 PM         WJ         3:30 PM         Carla Pinacolada         19/02/2019 - 12:00an 19/02/2019 - 4:28pm           3         Green         2019/0000         Griffith C Local Cour REMAW         Video         test@em&VT         4:30 PM         WJ         4:30 PM         Carla Pinacolada         19/02/2019 - 12:00an 19/02/2019 - 4:28pm           4         GREEN, Brett         2018/0000         Griffith C Local Cour STOR         Cells         test@em&VT         4:30 PM         WJ         4:30 PM         Carla Pinacolada         19/02/201 - 1 19/02/2019 - 4:28pm           5         SLO, Rob         2017/0000         Griffith C Local Cour STOR         Other         test@emWT         4:45 PM         WJ         WJ         4:30 PM         Carla Pinacolada         19



To expand the view of the Manage Reconciliations screen click on < located next to the menu option

🗱 NSW	Home Schedule	s Custody List	Account	Contacts	Support	Manage			
< Back Manage Users	🔇 Manag	e Reconcili	ations						
Manage Locations Manage Rooms Manage Reconciliations	Ľ	Manage Recon	ciliations						
Generate Report	Location Griffith (	ourt		v	From	19/02/2019	To	Finalise stat	tus
	Search by Offende	offender r name			Search	by case number			

## **Frequently Asked Questions**

#### Why am I using this Reconciliation List?

Each registry must prepare and maintain a daily custody reconciliation sheet of custodial matters dealt with by the court. For further information on Daily custody procedures refer to the Court Services Procedure Guide – Warrants and control orders (Children's, Local and District Court).

#### Can one Registry staff record all the initials, time and Information?

Yes, one Registry staff can record all the information, however a warrant or control order is not to be checked and signed by the same person that prepared the warrant or control order in JusticeLink. The exception to this is at one-person locations.

#### Do I have to print and store a manual copy of the Reconciliation List?

No. JUST Connect automatically saves and stores the information for you. Only the Location Manager (typically Registrar/Deputy Registrar or Team Leader) can edit or retrieve this information.

#### Why am I not able to see past or future Reconciliation Lists?

Past Reconciliation Lists can be viewed by a Location Manager through the Manage menu option. Future Reconciliation Lists do not generate. The daily custody list from Corrective Services will continue to be emailed to the court generic inbox.

## Why am I not able to view the Reconciliation List for my court location or missing columns of information?

To view the Reconciliation List you need to be added to the court location. Contact the JUST Connect support team.

If there is missing information from the columns, check that you are using the latest version of JUST Connect by viewing the bottom right hand corner. The latest version number is on the cover page of this guide.

If it is not the same version as current release press F5 on the keyboard and update your saved bookmarks of JUST Connect.

#### When is the Reconciliation List data retrieved from both OIMS and CIMS?

At approximately 5am each morning, JUST Connect receives the Reconciliation List information from OIMS (the CSNSW Offender Information Management System) and CIMS (the Juvenile Justice Client Information Management System). This is the only update JUST Connect receives per day.

Any changes that occur after this time will need to be manually dealt with, by amending or adding additional lines

#### What happens if JUST Connect crashes or I lose internet connection?

In the rare event that you may lose internet connect or access to JUST Connect, you will need to revert to the manual process by modifying the daily custody list emailed into the court generic inbox.

## **Support**

#### **Contacts details**

The JUST Connect support team can be contacted via:

Phone: 02 8759 0010 (extension 90010)

Email: justconnect@justice.nsw.gov.au

End-point technical support will remain with DTS.

#### **Support materials**

Support materials will be progressively available on the JUST Connect support website, including:

- Comprehensive user guides
- Demonstration videos
- Quick reference guides

Please do not download these documents. The most up to date versions will be maintained via the support page.



Home Schedules

Custody List

Account

Contacts Support