

JUST Connect

Create an Appointment with a person in custody – Legal Aid Admin Staff

The screenshot shows the 'Create Appointment' form in the JUST Connect system. The form is titled 'GREEN, Brett - John Morony Correctional Centre' and includes a 'SAVE APPOINTMENT' button. The 'Agenda' section contains dropdown menus for 'Appointment type' (Correctional Meeting), 'Mode' (Video), 'Jurisdiction' (Local Court), and 'Purpose' (Legal Aid Assigned Matter). Below this is a 'SAVE AS DEFAULT' button and a help link 'What does this mean?'. The 'Attendees & Time' section includes fields for 'Appointment owner' (BOYD, David), 'Date' (11/04/2018), 'From' (12:30 pm), and 'To' (01:00 pm). A table lists attendees: BOYD, David (VIN 888885, Parramatta Legal Aid, RM.5.01) and GREEN, Brett (MIN 123456, Correctional Inmate, John Morony Correctional Centre, Any). There is an '+ ADD ATTENDEE' button with a link 'Interpreting Services required?'. The 'Appointment Notes' section is empty. At the bottom, a calendar grid shows the appointment time slot from 12:30 pm to 01:00 pm on Wednesday, 11 April, with a green background indicating the appointment is booked.

Creating a 'Professional Appointment'

Legal Aid administrators can make and manage professional appointments for legal aid lawyers, private legal professionals or private health professionals to connect with a person in-custody.

Professional appointments in JUST Connect include three appointment types:

- Correctional Meetings
- Correctional Assessments
- 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)

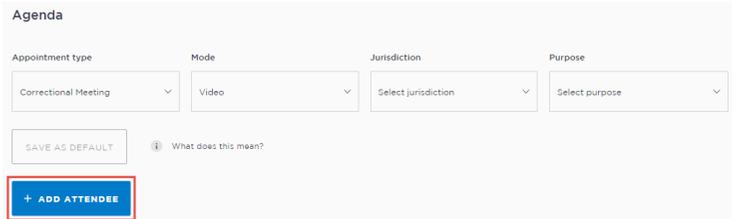
Appointments requested greater than one business day in advance will be automatically scheduled by JUST Connect. Appointments for next business day requested before 3pm will be automatically scheduled by JUST Connect. Appointments for next business day requested after 3pm or appointments requested for 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.

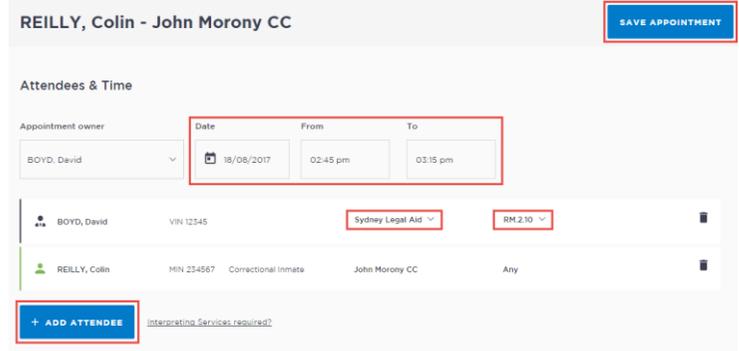
Refer to the steps on the following page to create an appointment as a Legal Aid Administrator.

The screenshot shows the 'Appointment List' calendar view in the JUST Connect system. The calendar is for Sydney Legal Aid, covering the week of 21 - 27 Aug 2017. The calendar shows a grid of days from Monday 21 to Sunday 27. The appointment list on the left shows three appointments: RM1.10, RM2.10, and RM2.11. The calendar grid shows the following appointments: RM1.10 on Tuesday 22 (04:00 REILLY, 01:00 REILLY, 03:00 GREEN), RM2.10 on Tuesday 22 (09:30 SIMS), and RM2.11 on Wednesday 23 (11:30 SIMS, 11:30 REILLY). The 'LOCATION AVL' dropdown is set to Sydney Legal Aid. There is a 'CREATE APPOINTMENT' button in the top right corner.

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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 . Then 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. 

Step	Action
5	The attendee has been added. Click Add Attendee until you have added all attendees to the appointment. The system will automatically assign a date, time and room at the relevant location. Edit the date or time by clicking the relevant box, or the location or room number by selecting the arrow beside the default selection. If required, you can change the appointment owner, or indicate an interpreter is required from this screen. 
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. Attendees will be notified of the appointment by email.