

JUST Connect

Create an Appointment – Supreme Court/ NCAT

The screenshot shows the 'Supreme Court - GREEN, Brett' appointment form. At the top, there are navigation links: Home, Schedules, Custody List, Account, Contacts, and Support. The user is logged in as Esme Walker (EW). The form has a 'SAVE APPOINTMENT' button in the top right.

Supreme Court - GREEN, Brett

Agenda

Appointment type: Court (dropdown)
Mode: Video (dropdown)
Jurisdiction: Supreme Court (dropdown)
Purpose: Arraignment (dropdown)

SAVE AS DEFAULT ⓘ What does this mean?

Attendees & Time

Appointment owner: WALKER, Esme
Date: 10/04/2018
From: 01:30 pm
To: 02:00 pm

Icon	Attendee	Phone	Location	Room	Actions
	Court		Supreme Court	QSLC SC13A A - 91387	
	BOYD, David	VIN 888885	Parramatta Legal Aid	Any	
	GREEN, Brett	MIN 123456	Correctional Inmate	John Morony Correctional Centre	

+ ADD ATTENDEE [Interpreting Services required?](#)

Appointment Notes

Calendar View

Day	12:15 pm	12:30 pm	12:45 pm	01:00 pm	01:15 pm	01:30 pm	01:45 pm	02:00 pm	02:15 pm	02:30 pm	02:45 pm
Tuesday, 10 April											
Supreme Court											
BOYD, David											
Parramatta Legal Aid											
John Morony Correctional Centre											

Supreme Court Officers and will use JUST Connect to make AVL appointments for arraignments.

NCAT Officers can create court appointments for professionals with a person in custody.

Depending on user roles and JUST Connect permissions, Supreme Court and NCAT staff can select from the following professional appointment types in JUST Connect:

- Correctional Meetings
- Correctional Assessments
- Court
- 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 scheduled with the Supreme Court or NCAT will automatically be scheduled in JUST Connect and do not go into a Pending status at short notice. 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.

The screenshot shows the 'Appointment List' view for the Supreme Court. At the top, there are navigation links: Home, Schedules, Contacts, and Support. The user is logged in as Esme Walker (EW). The date range is 09 - 15 Oct 2017.

Welcome to JUST Connect

Supreme Court
09 - 15 Oct 2017

Appointment List

Day	Monday 09	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14	Sunday 15
Week			02:30 Supreme	11:15 Supreme 03:00 Supreme			
QSLC SC13A A - 91387							
QSLC SC13A B - 91388				11:15 Supreme			

Calendar View

OCTOBER 2017

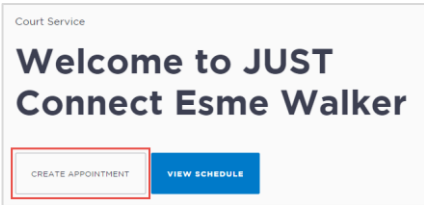
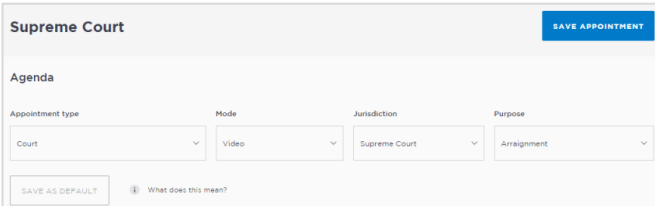
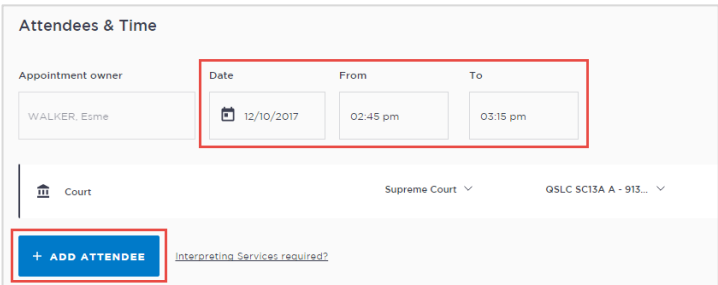
M	T	W	T	F	S	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

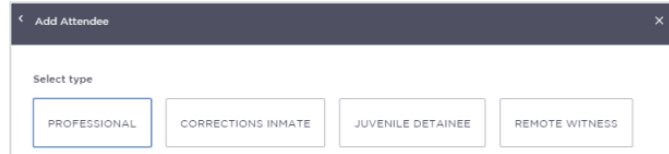
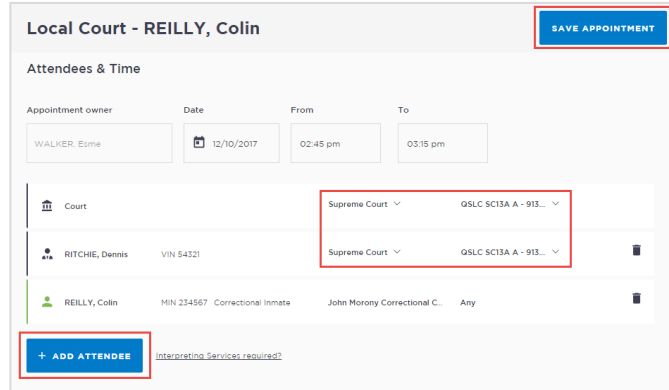
LOCATION AVL

☒ Supreme Court

JUST Connect

Create an Appointment – Supreme Court/ NCAT

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 . 
4	Complete the <i>Attendees & Time</i> section below. Select the Date and complete the From and To time fields. Click Add Attendee . 

Step	Action
5	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. 
6	The attendee has been added. Click Add Attendee until you have added all attendees to the appointment. The system will automatically assign a room at the attendees default location. Edit the location or room number for the professional to match the court location and room by selecting the arrow beside the default location. 
7	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.