

JUST Connect

Create a Mandatory Case Conference Appointment

The Mandatory Case Conference appointment type must only be used for committal proceedings in the Local Court, or for a Serious Children's Indictable Offence in the Children's Court, where the Magistrate has made an order that a case conference certificate be filed.

The screenshot shows the 'Schedules' page in the JUST Connect system. The user is logged in as Kim Fletcher (KF). The appointment is for 'GREEN, Brett - John Morony Correctional Centre'. The 'Agenda' section shows the appointment type as 'Mandatory Case Conference', mode as 'Video', jurisdiction as 'Local Court', and purpose as 'Accused in custody'. The 'Attendees & Time' section shows the appointment owner as 'BOYD, David', date as '08/05/2018', and time from '11:30 am' to '12:00 pm'. The attendees list includes 'BOYD, David' (VIN 888885, Parramatta Legal Aid, Phillip St), 'LAWSON, Lisa' (VIN 457346, Sydney - Level 17), and 'GREEN, Brett' (VIN 123456, Correctional inmate, John Morony Correctional Centre, Any). The 'Appointment Notes' field is empty. At the bottom, there is a calendar grid for Tuesday, 08 May, showing the appointment time slot from 11:30 am to 12:00 pm.

Mandatory Case Conference appointments can be created by:

- Legal Aid Administration staff;
- Legal Aid Location Managers;
- Legal Aid lawyers;
- Aboriginal Legal Services (ALS) staff;
- Office of the Director of Public Prosecutions (ODPP) staff;
- Commonwealth Director of Public Prosecutions (CDPP) staff;
- Private defence lawyers who have access to JUST Connect


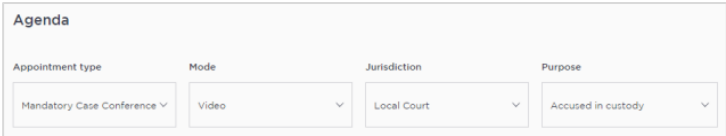
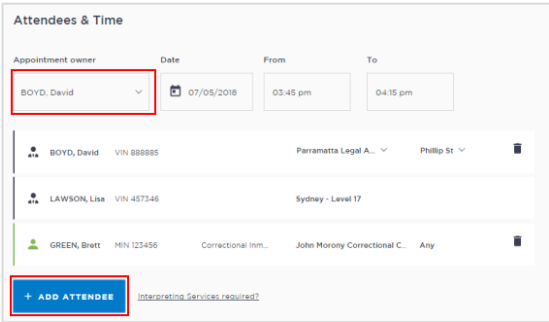
When booking this type of appointment, only the appointment owner, creator, or associated Location Manager, will be able to view the name or contact details of the ODPP or CDPP attendee listed in the appointment. The ODPP or CDPP details will be masked and will appear as 'ODPP' or 'CDPP', i.e. their name and contact information will not be displayed.

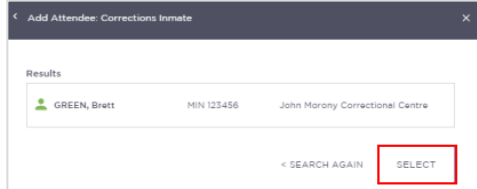
If a Legal Aid Location Manager creates an appointment on behalf of a Legal Aid or Private Lawyer, the Location Manager will only see the appointment in their schedule if the Legal Aid or Private Lawyer is booked at the same location as the Location Manager, or is using their "own device". ODPP Location Managers will only be able to see an appointment, if the ODPP Lawyer is booked at the same location as the Location Manager.

Mandatory Case Conference at a Court Location:

- Email the relevant Court Register requesting they book a court room (in JUST Connect) at their location to be used for Mandatory Case Conferencing. No attendees are to be added to the court room appointment. In the JUST Connect appointment, the Court Register can use the Appointment Notes field to enter text advising that the Court room is being used for a MCC appointment.
- Create a Mandatory Case Conference (MCC) appointment.
For attendees appearing from the Court location, ensure you select "Own Device" in the location field (refer to following steps to create the MCC). Advise attendees of the Court location, this information can be entered into the Appointment Notes field.

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Step	Action
1	<p>Log on to the JUST Connect system.</p> <p>From the Home page, click Create Appointment</p> 
2	<p>The New Appointments screen displays, select:</p> <ul style="list-style-type: none"> Appointment Type: Mandatory Case Conference Mode: Video Jurisdiction: Local Court or Children's Court Purpose: Accused in Custody <p>Note: If a person in-custody is not required to attend this appointment, then select Accused Not Present or Accused on Bail.</p> 
3	<p>Add a Professional: click Add Attendee button, then</p> <ul style="list-style-type: none"> Click Professional button, search field enter their Name, Email VIN or CIMS number. Displays drop-down list, click on name required. Repeat this step to add additional Professionals to the appointment. <p>Note: If Attendee is appearing from a Court Location, change the location to "Own Device"</p>  <p>Note: The appointment owner defaults to the first professional added to appointment. To change, click on drop-down arrow and select another professional attendee.</p>

Step	Action
4	<p>Add a person in-custody: click Add Attendee button, then:</p> <ul style="list-style-type: none"> Click Corrections Inmate or Juvenile Detainee button. In search field enter their MIN (inmate) or CIMS (detainee) number, drop-down list displays with inmate's name, click select button.  <p>Note: You cannot add more than one person in-custody.</p>
Note	<p>If you selected Accused Not Present or Accused on bail in the Purpose field, then the Corrections Inmate and Juvenile Detainee buttons will not be available.</p>
5	<ul style="list-style-type: none"> Select the required Date and complete the From and To time fields. Appointment notes: if required, enter any notes. This is a free text field and will be visible to all attendees and appear in appointment reminders. You can change the appointment owner, or indicate an interpreter is required. Note: this does not book an interpreter. Once you have completed all the details, click Save Appointment. <p>The appointment will now display in the schedule. Professional attendees will be notified of the appointment by email and/or sms, provided their email and sms details have been stored in JUST Connect.</p> 