

Courts (Custody) Reconciliation List

User Guide

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Introduction

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

JUST Connect

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: <https://justconnect.justice.nsw.gov.au>

Citrix users: Click the yellow icon  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.

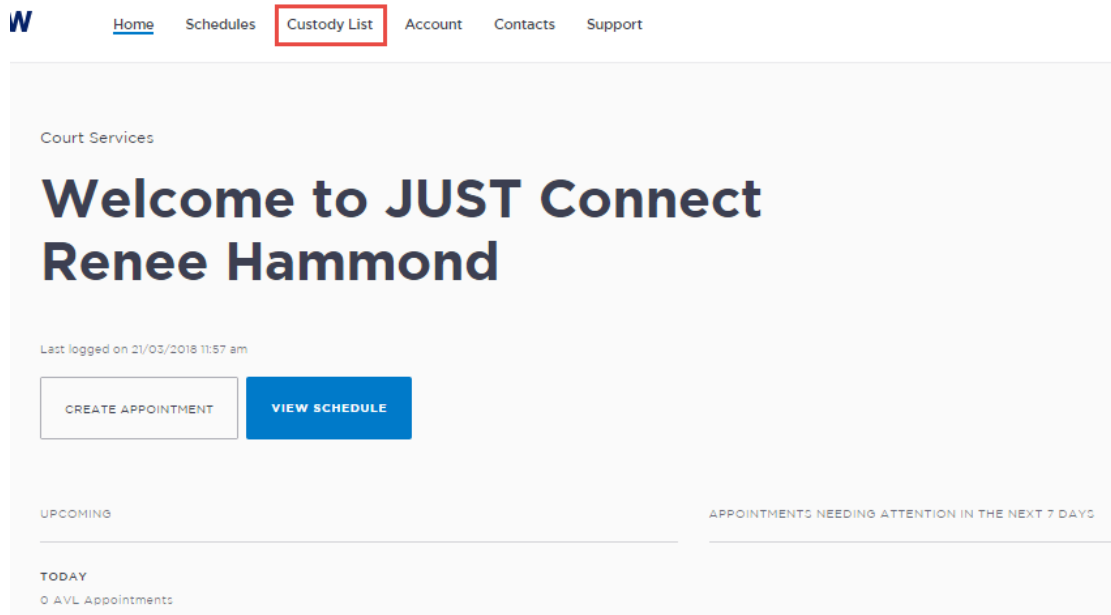
Viewing the Reconciliation List

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.

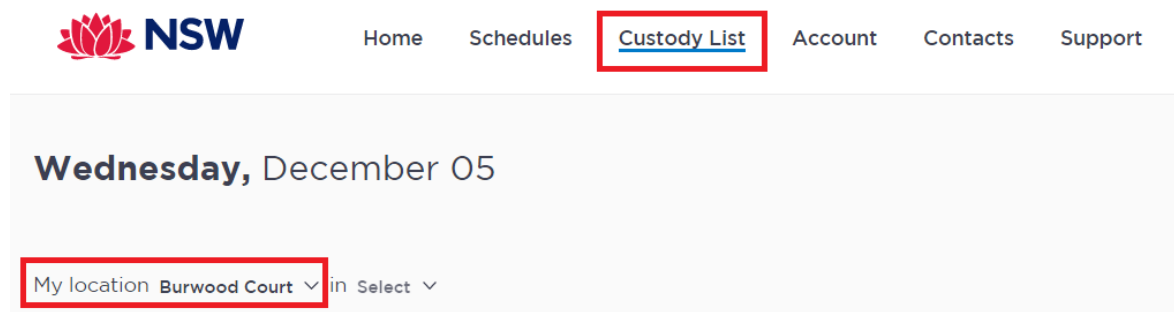
To view the Reconciliation List page in JUST Connect, Registry or Court Staff will need to:

Step	Action
------	--------

- | | |
|---|---|
| 1 | Log into JUST Connect, and then select the Custody List page at the top of the screen. |
|---|---|



- | | |
|---|--|
| 2 | <p>The <i>Custody List</i> page displays:</p> <p>Select your location only from the drop down list.</p> <p>Note that if you have only one location assigned to your profile, this will display by default.</p> |
|---|--|



Step Action

- You are able to select Jurisdiction and finalise reconciliation separately or choose All and finalise reconciliation with all Jurisdictions

Wednesday, May 01

My location Central Court ▾ in Sydney Central 1 ▾ for All ▾

[Custody List](#) [Reconciliation List](#)

All
Local Court
District Court

- Once the location has been entered and the jurisdiction or all has been selected, click **Reconciliation List**.
(Select a Room if viewing the Custody List at the same time)

Wednesday, May 01

My location Burwood Court ▾ for All ▾

[Custody List](#) [Reconciliation List](#)

All
Local Court

EXPORT TO EXCEL

Name ▾	Case No. ▾	Jurisdiction ▾	Type ▾	Mode ▾	Custodial Authority Email ▾	Outcomes ▾	Checked ▾	Scanned/Emailed ▾	Comments/Information ▾
> ROSE, Mathew	2018/00331201	Local Court	REMAW	Video ▾		Initials Time	Initials	Initials	Time
KOPUZ, Murat	2018/00078411	Local Court	REMAW	Video ▾		Initials Time	Initials	Initials	Time
MCLEOD, Stephen	2019/0018014	Local Court	REMAW	Video ▾		Initials Time	Initials	Initials	Time
> ELCHERKH, Shady	2018/00250936	Local Court		Other ▾		Initials Time	Initials	Initials	Time
PUMP, Sean	2018/00096675	Local Court	S77DR	Video ▾		Initials Time	Initials	Initials	Time
> BUTLER, Bradley	2019/00115689	Local Court	REMAW	Video ▾		Initials Time	Initials	Initials	Time
> SUOKAR, Charbel	2017/00187166	Local Court	S77DR	Other ▾		Initials Time	Initials	Initials	Time
RAMSAY, Harry	2019/00107624	Local Court	REMAW	Video ▾		Initials Time	Initials	Initials	Time

5 The Reconciliation List for the current day, at your chosen location, will display below.

My location Burwood Court
Search

Custody List
Reconciliation List

EXPORT TO EXCEL
FINALISE

Name	Case No.	Jurisdiction	Type	Mode	Custodial Authority Email	Outcomed	Checked	Scanned/ Emailed	Comments/ Information
BART, Step	2018/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Time
> KON, Dimitri	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Time
> GREEN, Brett	2018/0000000	Local Court	S77OR	Video	test@email.com	Initials	Time	Initials	Time
> SCULL, Lee	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Time
PEREZ, Ric	2017/0000000	Local Court	S77OR	Video	test@email.com	Initials	Time	Initials	Time
HAY, Mike	2018/0000000	Local Court	S77OR	Other	test@email.com	Initials	Time	Initials	Time
MATS, Jay	2019/0000000	Local Court	S77OR	Video	test@email.com	Initials	Time	Initials	Time

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.

Custody List	<u>Reconciliation List</u>										
										EXPORT TO EXCEL	FINALISE
Name	Case No.	Jurisdiction	Type	Mode	Custodial Authority Email	Outcomed	Checked	Scanned/ Emailed	Comments/ Information		
BART, Step	2018/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Initials	Time	
> KON, Dimitri	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Initials	Time	
> GREEN, Brett	2018/0000000	Local Court	S77OR	Video	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	
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.
Type	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:

Custody List

Reconciliation List

EXPORT TO EXCEL

FINALISE

Name	Case No.	Jurisdiction	Type	Mode	Custodial Authority Email	Outcomed	Checked	Scanned/ Emailed	Comments/ Information	
BART, Step	2018/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Initials	Time
> KON, Dimitri	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Initials	Time
> GREEN, Brett	2018/0000000	Local Court	S77OR	Video	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
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

This will expand the view:

Custody List

Reconciliation List

EXPORT TO EXCEL

FINALISE

Name	Case No.	Jurisdiction	Type	Mode	Custodial Authority Email	Outcomed	Checked	Scanned/ Emailed	Comments/ Information	
BART, Step	2018/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Initials	Time
> KON, Dimitri	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Initials	Time
▼ GREEN, Brett	2018/0000000	Local Court	S77OR	Video	test@email.com	Initials	Time	Initials	Initials	Time
GREEN, Brett	2018/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Initials	Time
GREEN, Brett	2018/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Initials	Time
GREEN, Brett	2018/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Initials	Time
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.

NSW Home Schedules **Custody List** Account Contacts Support

Wednesday, May 01

My location Central Court ▾ in Sydney Central 1 ▾ for Local Court ▾

[Custody List](#) **Reconciliation List**

- 2 Locate the person in-custody from the list.
The following fields should be pre-populated:

Name ▾	Case No. ▾	Jurisdiction ▾	Type ▾	Mode ▾	Custodial Authority Email ▾	Outcomed ▾	Checked ▾	Scanned/ Emailed ▾	Comments/ Information ▾
BART, Step	2018/0000000	Local Court	REMAW	Video ▾	test@email.com	Initials	Time	Initials	Time
> KON, Dimitri	2019/0000000	Local Court	REMAW	Video ▾	test@email.com	Initials	Time	Initials	Time
> GREEN, Brett	2018/0000000	Local Court	S77OR	Video ▾	test@email.com	Initials	Time	Initials	Time
> SCULL, Lee	2019/0000000	Local Court	REMAW	Video ▾	test@email.com	Initials	Time	Initials	Time
PEREZ, Ric	2017/0000000	Local Court	S77OR	Video ▾	test@email.com	Initials	Time	Initials	Time
HAY, Mike	2018/0000000	Local Court	S77OR	Other ▾	test@email.com	Initials	Time	Initials	Time
MATS, Jay	2019/0000000	Local Court	S77OR	Video ▾	test@email.com	Initials	Time	Initials	Time

If any of these are not populated fill in the relevant information.

Step Action

- 3** Once a matter has been outcomed in JusticeLink the initials of the Court/Registry officer and time should be entered.

Click in the **Initials** field under the **Outcomed** column.

Type the initial of the Court/Registry officer.

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
> KON, Dimitri	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials
> GREEN, Brett	2018/0000000	Local Court	S77OR	Video	test@email.com	Initials	Time	Initials

- 4** Click in the **Time** field next to the initials field.
Select the time from the drop down menu or manually enter the time.

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
> KON, Dimitri	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	04:30 pm	Initials
> GREEN, Brett	2018/0000000	Local Court	S77OR	Video	test@email.com	Initials	04:45 pm	Initials
> SCULL, Lee	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	05:00 pm	Initials
PEREZ, Ric	2017/0000000	Local Court	S77OR	Video	test@email.com	Initials	05:15 pm	Initials

- 5** After the registry officer has checked and scanned/mailed the matter, that officer's initials and time should be entered.

Click in the **Initials** field under the **Checked** column and then **Scanned/Emailed** column.

Type the initial of the Court/Registry officer.

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	04:30 pm	WJ
> KON, Dimitri	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials
> GREEN, Brett	2018/0000000	Local Court	S77OR	Video	test@email.com	Initials	Time	Initials

- 6** Click in the **Time** field next to the initials field.
Select the time from the drop down menu or manually enter the time.

Name	Case No.	Jurisdiction	Type	Mode	Custodial Authority Email	Outcomed	Checked	Scanned/ Emailed	Comments/ Information
BART, Step	2018/0000000	Local Court	REMAW	Video	test@email.com	WT	04:30 pm	WJ	Time
> KON, Dimitri	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	04:45 pm
> GREEN, Brett	2018/0000000	Local Court	S77OR	Video	test@email.com	Initials	Time	Initials	05:00 pm
> SCULL, Lee	2019/0000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	05:15 pm
PEREZ, Ric	2017/0000000	Local Court	S77OR	Video	test@email.com	Initials	Time	Initials	05:30 pm

When all the information has been entered for all fields, the record will fall to the end of the list, unless a column filter ( on top of the column) has been selected.

Step Action

7

Click in the **Comments/Information** field to add any additional information required.

Custody List [Reconciliation 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
BROW, Matt	2017/000000	Local Court	REMAW	Video	test@email.com	WT	03:15 pm	WJ	WJ	03:30 pm



Depending on local arrangements at the court registry:

- a registry officer can record all fields at the one time. PLEASE NOTE: In JusticeLink, the authorised officer checking and signing must not be the same person who entered the result (with the exception of one person court locations)
- initials may be recorded for one case instead of multiple cases for person in-custody

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](#)

EXPORT TO EXCEL FINALISE

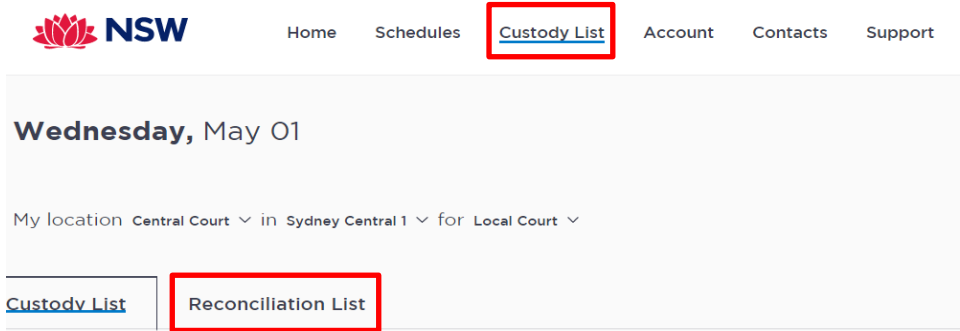
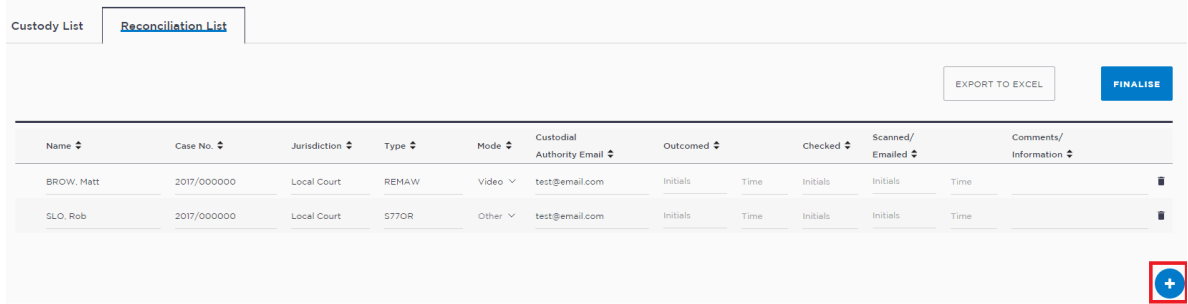
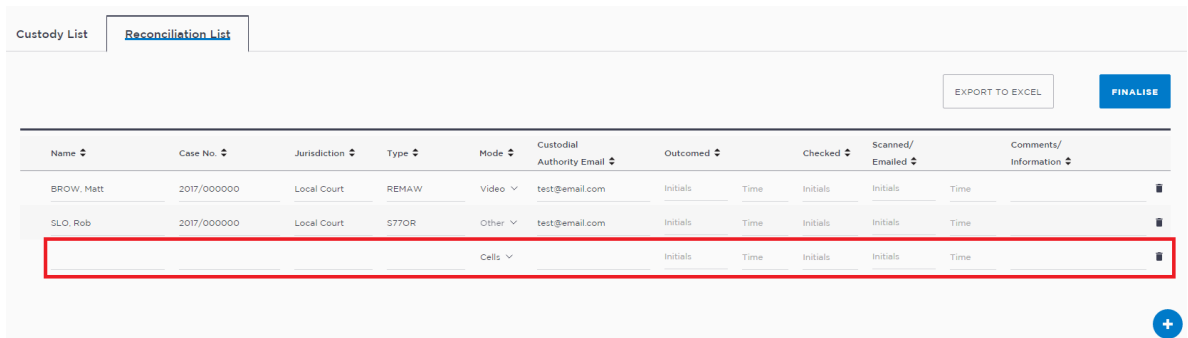
Name	Case No.	Jurisdiction	Type	Mode	Custodial Authority Email	Outcomed	Checked	Scanned/Emailed	Comments/Information	
BROW, Matt	2017/000000	Local Court	REMAW	Video	test@email.com	Initials	Time	Initials	Initials	Time
SLO, Rob	2017/000000	Local Court	S77OR	Video	test@email.com	Initials	Time	Initials	Initials	Time
				Cells	test@email.com	Initials	Time	Initials	Initials	Time
				Phone	test@email.com	Initials	Time	Initials	Initials	Time



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 Reconciliation List. 
2	Click on the + located at the bottom right hand side of the Reconciliation List. 
3	This will generate a new row at the bottom of the list. Enter the required information into the fields. 

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 Reconciliation List.

NSW Home Schedules **Custody List** Account Contacts Support

Wednesday, May 01

My location **Central Court** in Sydney Central 1 for Local Court

[Custody List](#) **Reconciliation List**

2 Locate the person in custody from the list.

Click in the **Comments/Information** field to enter reason for deleting custody item ie: Error in list

Custody List **Reconciliation 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	Time
SLO, Rob	2017/000000	Local Court	S77OR	Other	test@email.com	Initials	Time	Initials	Time
GREEN, Brett	2018/000000	Local Court	REMAW	Cells	test@email.com	Initials	Time	Initials	Time

Error in list

3 Click on the icon located to the end of the row.

Custody List **Reconciliation 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	Time
SLO, Rob	2017/000000	Local Court	S77OR	Other	test@email.com	Initials	Time	Initials	Time
GREEN, Brett	2018/000000	Local Court	REMAW	Cells	test@email.com	Initials	Time	Initials	Time

Error in list

The custody item will now have a strike through and move to the bottom of the list unless no comments were made it will be deleted and it will disappear from the list:

Custody List **Reconciliation 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	Time
BROW, Matt	2017/000000	Local Court	REMAW	Video	test@email.com	WT	03:15 pm	WJ	WJ
GREEN, Brett	2018/000000	Local Court	REMAW	Cells	test@email.com	Initials	Time	Initials	Time

Error in list

Step	Action
------	--------

If you need to re-instate a deleted custody item.

Click on the  icon located at the end of the striked through row. If it has been deleted without comments it will need to be re-entered as it has been removed not striked through

Custody List

Reconciliation 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
BROW, Matt	2017/000000	Local Court	REMAW	Video	test@email.com	WT	03:15 pm	WJ	WJ	03:30 pm
GREEN, Brett	2018/000000	Local Court	REMAW	Ce	test@email.com	Initials	Time	Initials	Initials	Time

The custody item will return to the list and allow for fields to be edited.

Custody List	Reconciliation 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	577OR	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
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	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

This will generate an excel spreadsheet:

[illegible]

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



If you select the print document



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.

The screenshot shows the 'Reconciliation List' tab in the 'Custody List' section. A 'Validation Error' dialog box is displayed in the center, stating: 'All mandatory fields need to be completed before this list can be finalised.' The dialog has an 'OK' button. In the background, a table lists reconciliation entries with columns: Name, Case No., Jurisdiction, Type, Mode, Custodial Authority Email, Outcomed, Checked, Scanned/Emailed, and Comments/Information. The 'Checked' and 'Scanned/Emailed' columns have red lines under the headers, indicating missing data.

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

The screenshot shows the 'Reconciliation List' tab. The 'Finalise' button is highlighted with a red border. The table below shows three entries with red lines under the 'Checked' and 'Scanned/Emailed' columns, indicating missing data.

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	WT	03:15 pm	WJ	03:30 pm
SLO, Rob	2017/000000	Local Court	S77OR	Other	test@email.com	WT	04:45 pm	WJ	04:30 pm
GREEN, Brett	2018/000000	Local Court	REMAW	Cells	test@email.com	WT	04:30 pm	WJ	04:30 pm

The following warning message will appear:

The screenshot shows a dark grey box with the title 'Finalise reconciliation list'. Below the title, the text reads: 'This action prevents all further edits to the reconciliation list and should only be done once court is finished for the day. Are you sure you wish to continue?'. There are two buttons: 'NO' and 'YES'. The 'YES' button is highlighted with a red border.

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.

Custody List

Reconciliation List

EXPORT TO EXCEL

Finalised By: Carla Pinacolada

Name	Case No.	Jurisdiction	Type	Mode	Custodial Authority Email	Outcomed	Checked	Scanned/ Emailed	Comments/ Information	
BROW, Matt	2017/000000	Local Court	REMAW	Vid.	test@email.com	WT	03:15 pm	WJ	WJ	03:30 pm
SLO, Rob	2017/000000	Local Court	577OR	Oth.	test@email.com	WT	04:45 pm	WJ	WJ	04:30 pm
GREEN, Brett	2018/000000	Local Court	REMAW	Ce.	test@email.com	WT	04:30 pm	WJ	WJ	04:30 pm

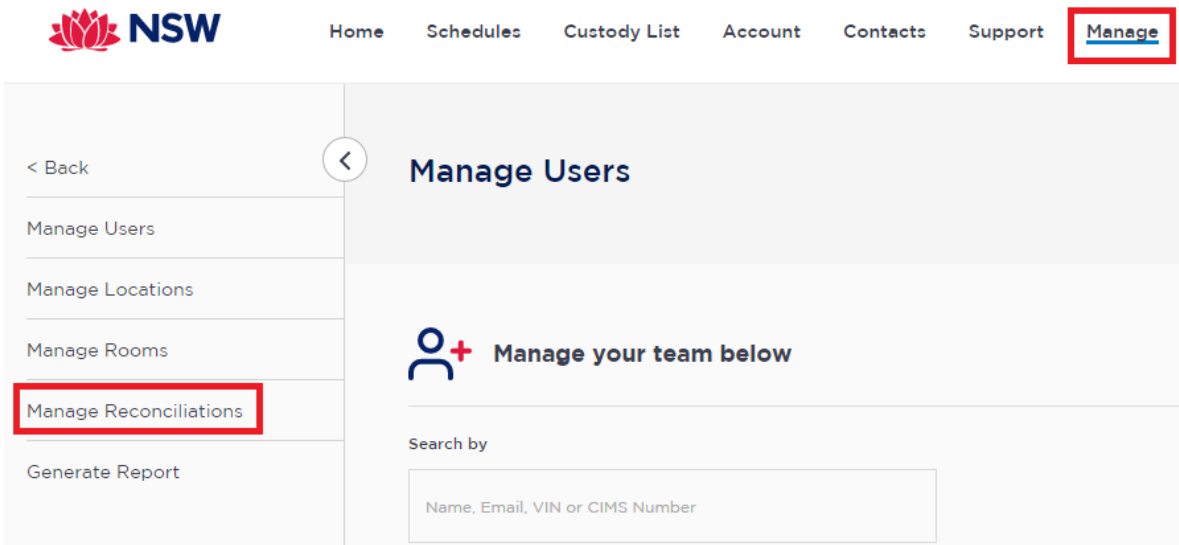
Managing and generating Reconciliation reports

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

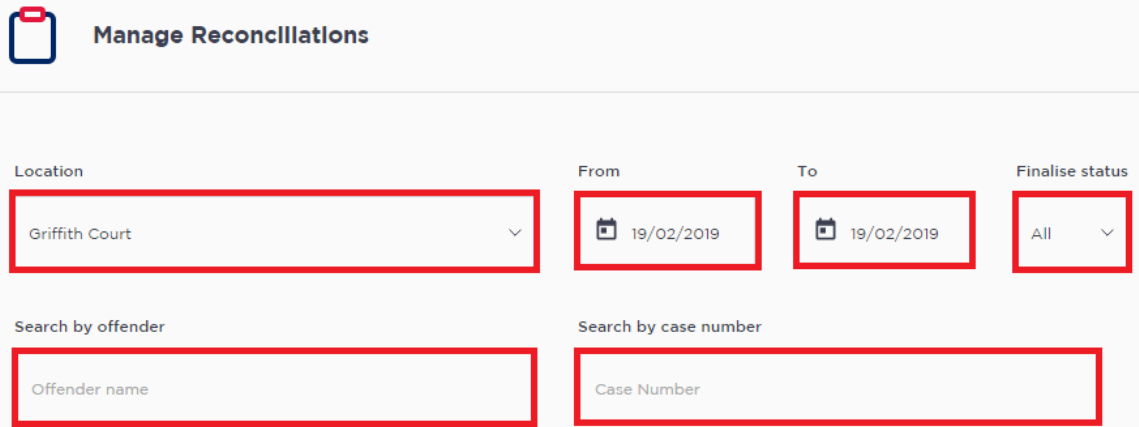
View a Reconciliation item

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

Step	Action
1	Navigate to the Manage Reconciliations Click Manage tab Select Manage Reconciliations from the menu on the left  The screenshot displays the NSW Court Management System interface. At the top, the NSW logo is on the left, and a navigation bar contains links for Home, Schedules, Custody List, Account, Contacts, Support, and a highlighted 'Manage' tab. Below the navigation bar, the page is titled 'Manage Users'. On the left, a sidebar menu lists options: '< Back', 'Manage Users', 'Manage Locations', 'Manage Rooms', 'Manage Reconciliations' (highlighted with a red box), and 'Generate Report'. The main content area features a user icon and the text 'Manage your team below', followed by a search bar labeled 'Search by' with the placeholder text 'Name, Email, VIN or CIMS Number'.

Step Action

- 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 Reconcillations

Location: Griffith Court (dropdown)

From: 19/02/2019 (calendar icon)

To: 19/02/2019 (calendar icon)

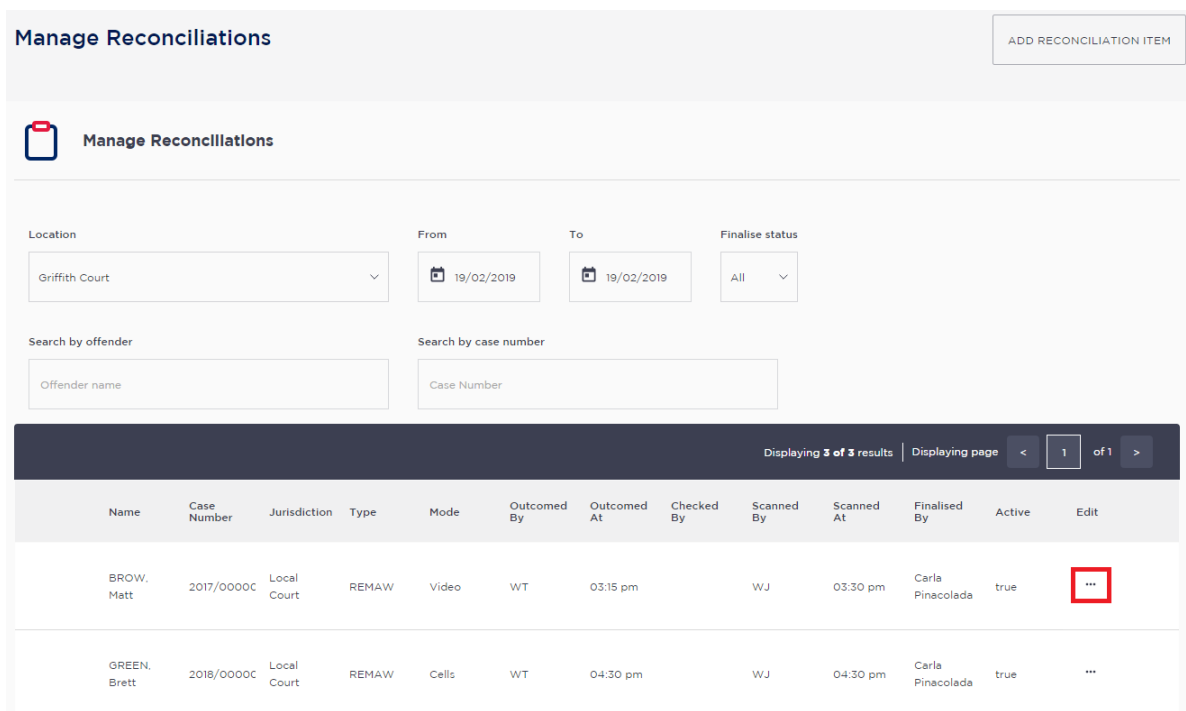
Finalise status: All (dropdown)

Search by offender: Offender name (text input)

Search by case number: Case Number (text input)

As the fields are updated the filtered list will automatically update.

- Locate the reconciliation item:
Click on ... located at the end of the reconciliation item.



Manage Reconcillations ADD RECONCILIATION ITEM

Location: Griffith Court (dropdown)

From: 19/02/2019 (calendar icon)

To: 19/02/2019 (calendar icon)

Finalise status: All (dropdown)

Search by offender: Offender name (text input)

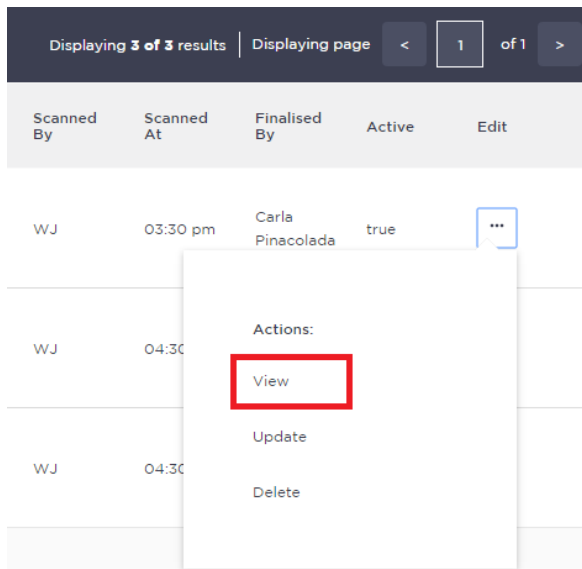
Search by case number: Case Number (text input)

Displaying 3 of 3 results | Displaying page 1 of 1

Name	Case Number	Jurisdiction	Type	Mode	Outcomed By	Outcomed At	Checked By	Scanned By	Scanned At	Finalised By	Active	Edit
BROW, Matt	2017/0000C	Local Court	REMAW	Video	WT	03:15 pm		WJ	03:30 pm	Carla Pinacolada	true	...
GREEN, Brett	2018/0000C	Local Court	REMAW	Cells	WT	04:30 pm		WJ	04:30 pm	Carla Pinacolada	true	...

Step Action

4 Select **View** from the drop down menu



The information will now display:



Name
BROW, Matt



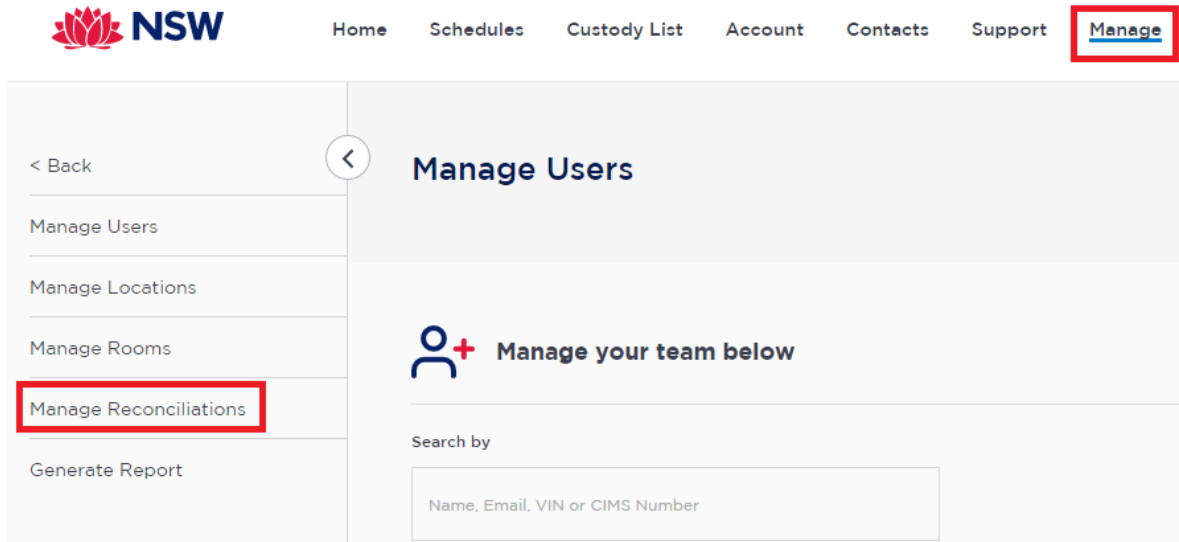
Case Number
2017/000000
Type
REMAW
Jurisdiction
Local Court
Mode
Video
Custody Authority Email
test@email.com
Outcomed By
WT
Outcomed Time
Checked By
WJ
Scanned By
WJ
Scanned Time
Location
Date
2019-02-19T00:00:00.000Z
Finalised By
Carla Pinacolada
Comments
Active
true

Update a finalised reconciliation item

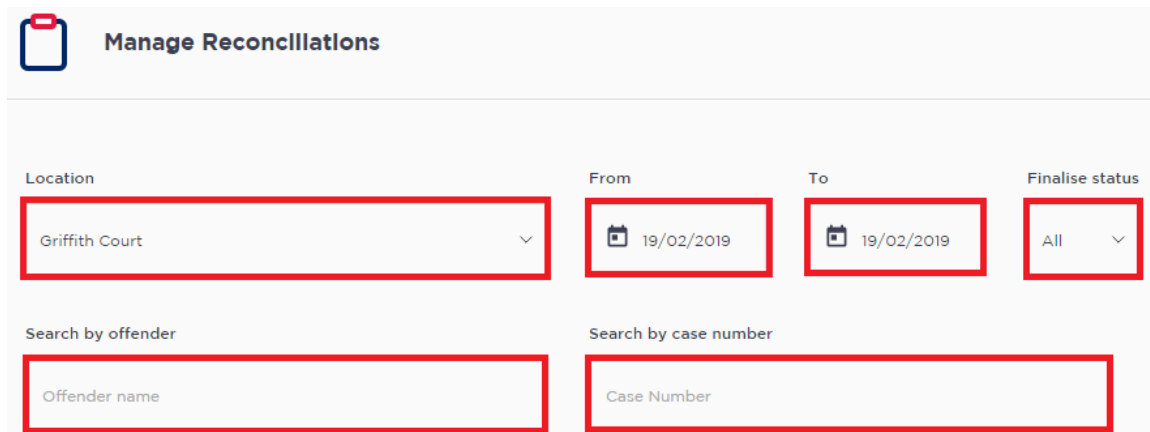
To update a finalised reconciliation, the Location Manager will need to:

Step	Action
------	--------

- | | |
|---|--|
| 1 | <p>Navigate to the Manage Reconciliations</p> <p>Click Manage tab</p> <p>Select Manage Reconciliations from the menu on the left</p> |
|---|--|



- | | |
|---|---|
| 2 | <p>The Reconciliation List will default to current day. To locate the Reconciliation List</p> <p>Select the relevant fields to search by Location, From date, To date, Finalise status, Search by offender and/or Search by case number</p> |
|---|---|



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 ADD RECONCILIATION ITEM

 **Manage Reconciliations**

Location: From: To: Finalise status:

Search by offender: Search by case number:

Displaying 3 of 3 results | Displaying page 1 of 1

Name	Case Number	Jurisdiction	Type	Mode	Outcomed By	Outcomed At	Checked By	Scanned By	Scanned At	Finalised By	Active	Edit
BROW, Matt	2017/0000C	Local Court	REMAW	Video	WT	03:15 pm		WJ	03:30 pm	Carla Pinacolada	true	...
GREEN, Brett	2018/0000C	Local Court	REMAW	Cells	WT	04:30 pm		WJ	04:30 pm	Carla Pinacolada	true	...

- 4 Select **Update** from the drop down menu

Displaying 3 of 3 results | Displaying page 1 of 1

Scanned By	Scanned At	Finalised By	Active	Edit
WJ	03:30 pm	Carla Pinacolada	true	...
WJ	04:30 pm			
WJ	04:30 pm			

Actions:

- View
- Update**
- Delete

Step	Action
------	--------

5 All fields are editable

Select and update/change the relevant field requiring updated information

Manage Reconciliations

Update reconciliation item

Case Details

Name: Mode:

Case Numbers and Type

Case Number: Type:

Location

Location: Jurisdiction:

Audit Details

Custody Authority Email: Date:

Outcomed By: Outcomed Time:

Checked By:

Scanned By: Scanned Time:

Comments:

6 Click **Update Reconciliation** button

A confirmation will now display:



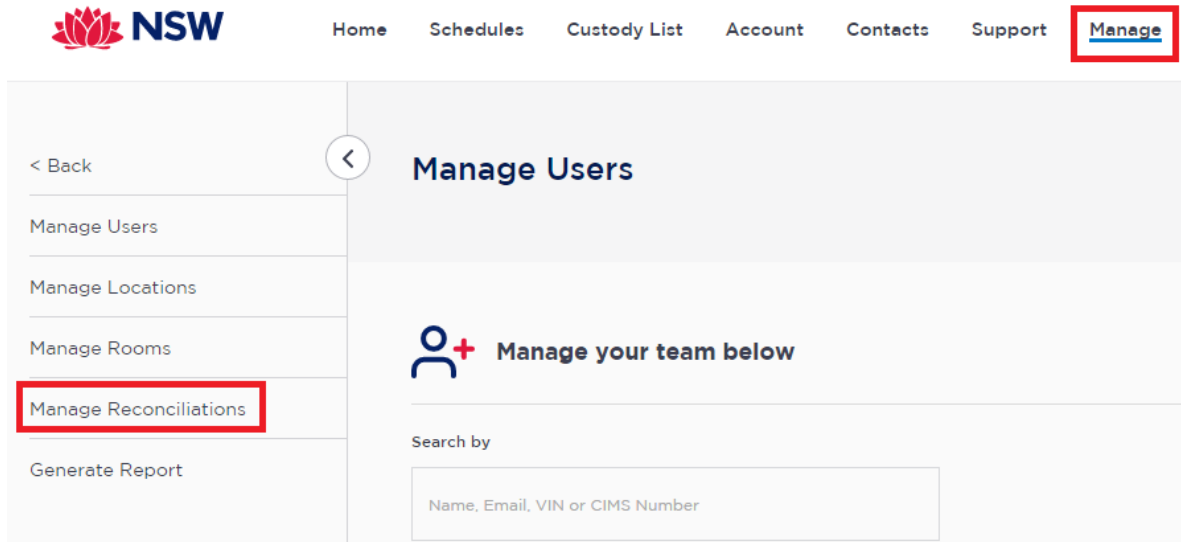
Success! This reconciliation has been
updated

Delete a reconciliation item

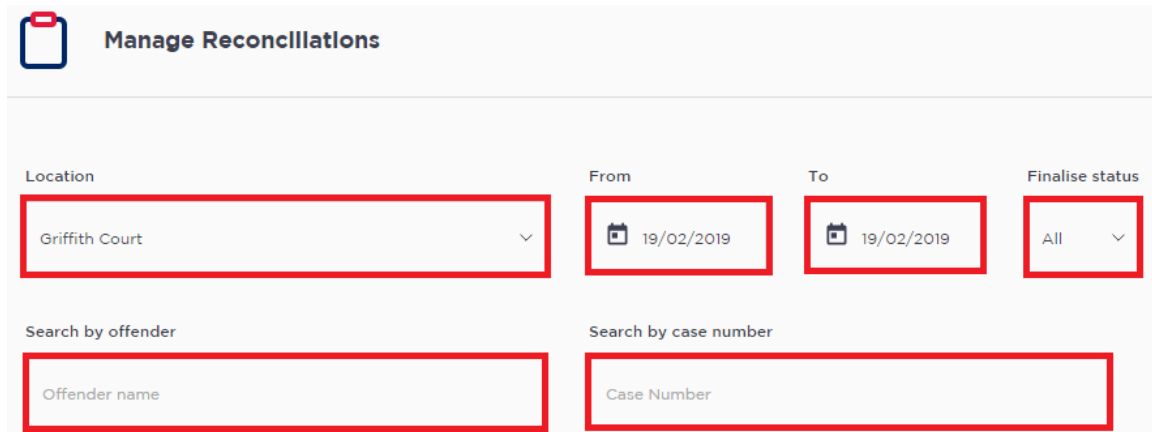
To delete a finalised reconciliation, the Location Manager will need to:

Step	Action
------	--------

- | | |
|---|--|
| 1 | <p>Navigate to the Manage Reconciliations</p> <p>Click Manage tab</p> <p>Select Manage Reconciliations from the menu on the left</p> |
|---|--|



- | | |
|---|---|
| 2 | <p>The Reconciliation List will default to current day. To locate the Reconciliation List:</p> <p>Select the fields to search by Location, From date, To date, Finalise status, Search by offender and/or Search by case number</p> |
|---|---|



As the fields are updated the filtered list will automatically update.

Step Action

- Locate the reconciliation item
Click on ... located at the end of the reconciliation item

Manage Reconciliations ADD RECONCILIATION ITEM

Manage Reconciliations

Location: Griffith Court

From: 19/02/2019 To: 19/02/2019 Finalise status: All

Search by offender: Offender name Search by case number: Case Number

Displaying 3 of 3 results | Displaying page 1 of 1

Name	Case Number	Jurisdiction	Type	Mode	Outcomed By	Outcomed At	Checked By	Scanned By	Scanned At	Finalised By	Active	Edit
BROW, Matt	2017/0000C	Local Court	REMAW	Video	WT	03:15 pm		WJ	03:30 pm	Carla Pinacolada	true	...
GREEN, Brett	2018/0000C	Local Court	REMAW	Cells	WT	04:30 pm		WJ	04:30 pm	Carla Pinacolada	true	...

- Select **Delete** from the drop down menu

Displaying 3 of 3 results | Displaying page 1 of 1

Scanned By	Scanned At	Finalised By	Active	Edit
WJ	03:30 pm	Carla Pinacolada	true	...
WJ	04:30 pm			
WJ	04:30 pm			

Actions:

- View
- Update
- Delete**

The reconciliation item has now been removed from the list:

Displaying 2 of 3 results | Displaying page 1 of 1

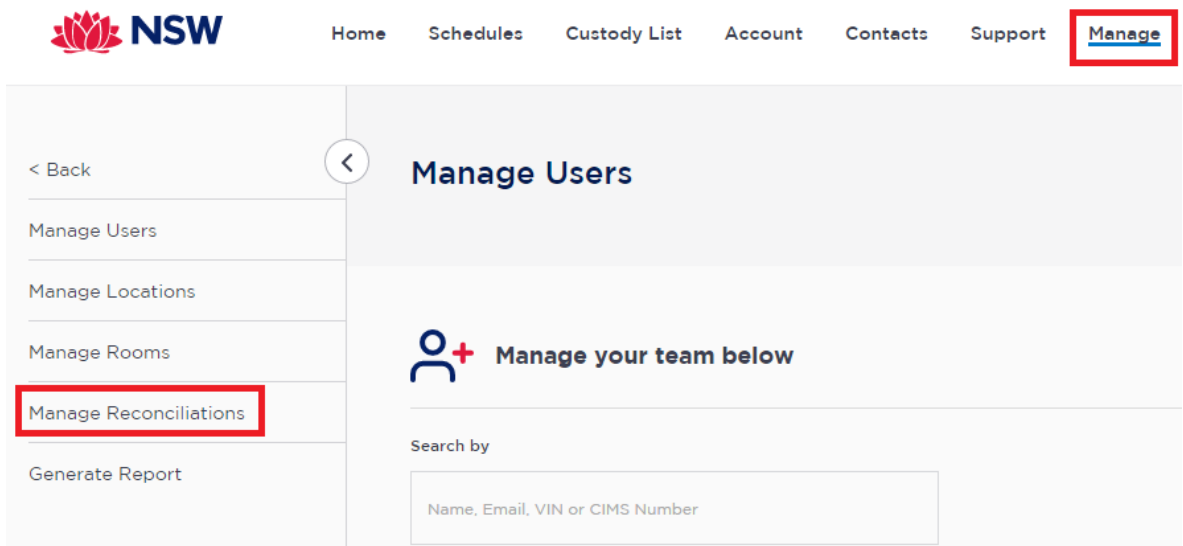
Name	Case Number	Jurisdiction	Type	Mode	Outcomed By	Outcomed At	Checked By	Scanned By	Scanned At	Finalised By	Active	Edit
GREEN, Brett	2018/000000	Local Court	REMAW	Cells	WT	04:30 pm		WJ	04:30 pm	Carla Pinacolada	true	...

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 Manage Reconciliations Click Manage tab Select Manage Reconciliations from the menu on the left 

Step Action

2 Click Add Reconciliation Item

Manage Reconciliations

ADD RECONCILIATION ITEM

Manage Reconciliations

Location

Griffith Court

From

19/02/2019

To

19/02/2019

Finalise status

All

Search by offender

Offender name

Search by case number

Case Number

Displaying 2 of 3 results

Displaying page 1 of 1

Name	Case Number	Jurisdiction	Type	Mode	Outcomed By	Outcomed At	Checked By	Scanned By	Scanned At	Finalised By	Active	Edit
GREEN, Brett	2016/000000	Local Court	REMAW	Cells	WT	04:30 pm		WJ	04:30 pm	Carla 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 complete required information:

Add reconciliation item

Case Details

Name

Mode

Cells

Case Numbers and Type

Case Number

Type

Location

Location

Jurisdiction

Audit Details

Custody Authority Email

Date

DD/MM/YYYY

Outcomed By

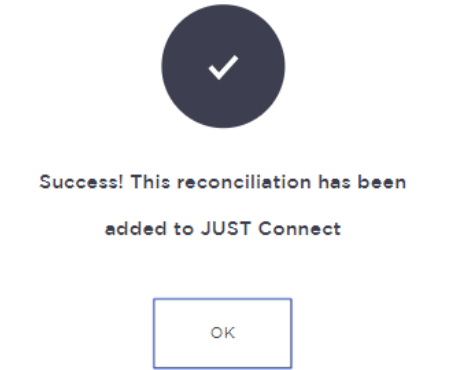
Outcomed Time

Checked By

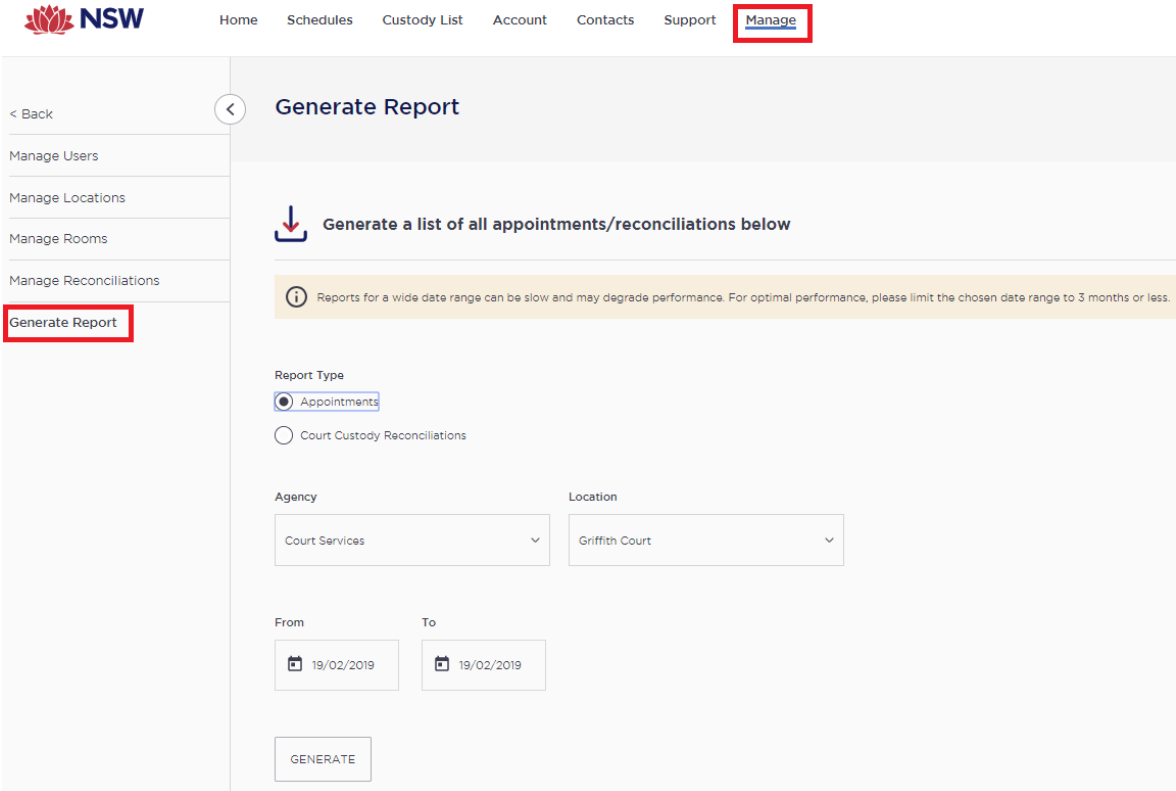
Scanned By

Scanned Time

Comments

Step	Action
4	Click Save Reconciliation  A confirmation will display: 

Generate report

Step	Action
1	Navigate to the Manage Reconciliations: Click Manage tab Select Generate Report from the menu on the left 

Step Action

- 2 Select **Court Custody Reconciliations**
Select **Location** from the drop down menu
Select **From date** and **To date**
Click **Generate**

Report Type

☐ Appointments

☒ Court Custody Reconciliations

Location

Griffith Court

From: 19/02/2019 To: 19/02/2019

GENERATE

A message will now display while the report is generating:

0% building report from 2019-02-19 to 2019-02-19...

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	Jurisdiction	Type	Mode	Custody A	Outcome	Outcome	Checked	Scanned	Scanned	Finalised	Comment	Date	Active	Finalised At	
2	BROW, Matt	2017/0000	Griffith Cc	Local Court	REMAW	Video	test@emc	WT	3:15 PM	WJ	WJ	3:30 PM	Carla Pinacolada		19/02/2019 - 12:00am	19/02/2019 - 4:28pm		
3	Green	2019/0000	Griffith Cc	Local Court	Bail refusal	Cells									19/02/2019 - 12:00am	N/A		
4	GREEN, Brett	2018/0000	Griffith Cc	Local Court	REMAW	Cells	test@emc	WT	4:30 PM	WJ	WJ	4:30 PM	Carla Pinacolada		19/02/2019	1	19/02/2019 - 4:28pm	
5	SLO, Rob	2017/0000	Griffith Cc	Local Court	S77OR	Other	test@emc	WT	4:45 PM	WJ	WJ	4:30 PM	Carla Pinacolada		19/02/2019	1	19/02/2019 - 4:28pm	



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

NSW Home Schedules Custody List Account Contacts Support Manage

< Back Manage Reconciliations

Manage Users

Manage Locations

Manage Rooms

Manage Reconciliations

Generate Report

Manage Reconciliations

Location: Griffith Court From: 19/02/2019 To: 19/02/2019 Finalise status: All

Search by offender: Offender name

Search by case number: 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](#)