

JUST Connect

Create an Appointment – Supreme Court/ NCAT

The screenshot shows the 'Create Appointment' form for the Supreme Court. The header includes navigation links: Home, Schedules, Custody List, Account, Contacts, Support, and a user profile for Esme Walker. The main title is 'Supreme Court - GREEN, Brett' with a 'SAVE APPOINTMENT' button. The 'Agenda' section contains four dropdown menus: Appointment type (Court), Mode (Video), Jurisdiction (Supreme Court), and Purpose (Arraignment). Below these is a 'SAVE AS DEFAULT' button and a help link 'What does this mean?'. The 'Attendees & Time' section shows the appointment owner as WALKER, Esme, on 10/04/2018 from 01:30 pm to 02:00 pm. A table lists attendees: COURT (Supreme Court, QSLC SC13A A - 91387), BOYD, David (VIN 888885, Parramatta Legal Aid, Any), and GREEN, Brett (MIN 123456, Correctional Inmate, John Morony Correctional Centre, Any). There is an 'ADD ATTENDEE' button with a note 'Interpreting Services required?'. The 'Appointment Notes' section is empty. At the bottom is a calendar grid for Tuesday, 10 April, with time slots from 12:15 pm to 02:45 pm. The appointment is scheduled from 01:30 pm to 02:00 pm, highlighted in green. Attendees are listed on the left of the grid.

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:

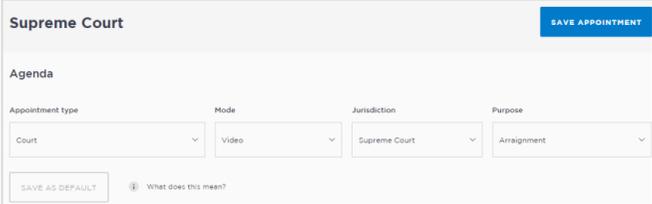
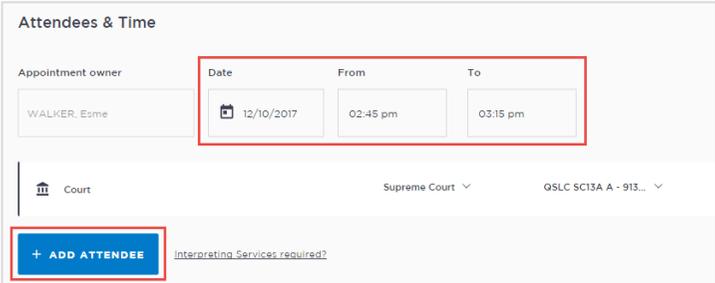
- Correctional Meetings
- Correctional Assessments
- Court
- Peer to Peer (option to book the AVL room however it doesn't require an inmate, and may or may not use the AVL equipment. Examples include meetings, training or interviews)

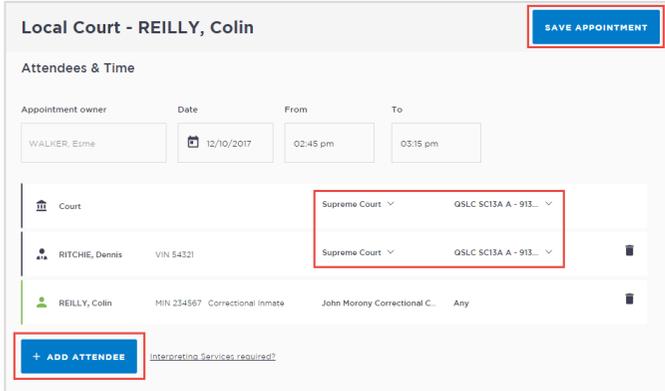
Appointments scheduled with the Supreme Court or NCAT will automatically be scheduled in JUST Connect and do not go into a Pending status at short notice. The only exception to this rule is when a person in custody is from a high security facility, in which case the appointment will be pending.

The screenshot shows the 'Appointment List' view for the Supreme Court. The header includes navigation links: Home, Schedules, Contacts, Support, and a user profile for Esme Walker. The main title is 'Supreme Court 09 - 15 Oct 2017' with a 'TODAY' button and navigation arrows. There is an 'Icon Glossary' link and a 'CREATE APPOINTMENT' button. The 'Appointment List' section shows a table with columns for days from Monday 09 to Sunday 15. The table contains two rows of appointments: 'QSLC SC13A A - 91387' and 'QSLC SC13A B - 91388'. The first row shows appointments on Wednesday 11 (02:30 Supreme) and Thursday 12 (11:15 Supreme, 03:00 Supreme). The second row shows an appointment on Thursday 12 (11:15 Supreme). A calendar for October 2017 is shown on the left, with the 10th highlighted. The 'LOCATION AVL' dropdown is set to 'Supreme Court'.

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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 Appointments</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.