JUST Connect

Create an Appointment with a person in custody – Legal Aid Lawyer

Creating a 'Professional Appointment'

Legal Aid Lawyers can make and manage both their own appointments and appointments for others 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)
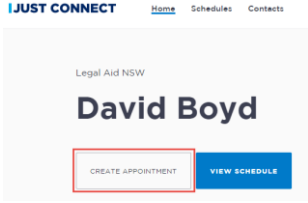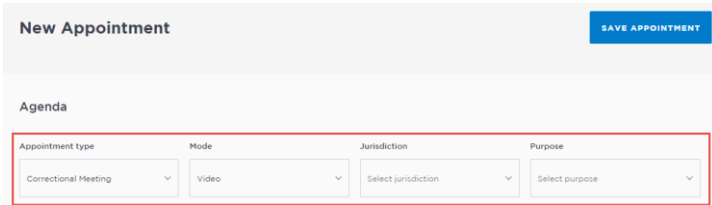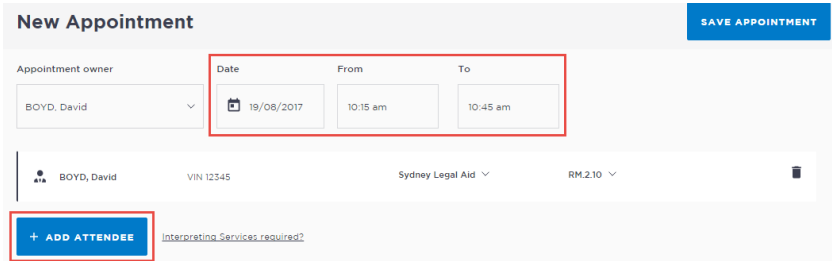
Appointments requested greater than one business day in advance will be automatically scheduled by JUST Connect. Appointments for next business day requested before 3pm will be automatically scheduled by JUST Connect. Appointments for next business day requested after 3pm or appointments requested for 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.
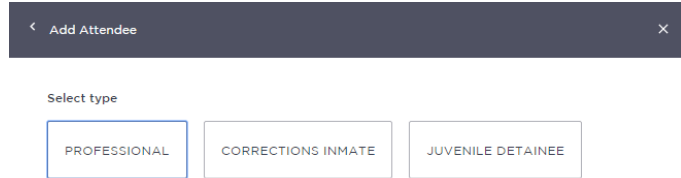
Refer to the steps on the following page to create an appointment as a Legal Aid Lawyer.

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Step	Action
1	Log on to the JUST Connect system.
2	From the Home page, click **Create Appointment**
3	The *New Appointment* screen displays.
	Complete the *Agenda* details by selecting the **Appointment Type**, **Mode** (either Video or Phone), the relevant **Jurisdiction**, and the **Purpose**.
4	Complete the *Attendees & Time* section below.
	Select the **Date** and complete the **From** and **To** time fields.
	Click **Add Attendee**.

Step	Action
5	The *Add Attendee* 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, and select the in-custody person from the search results onscreen.
6	The attendee has been added. You can change the appointment owner, or indicate an interpreter is required from this screen.
	If required, enter any appointment notes into the **Appointment Notes** field. These will be visible to all attendees and noted on the apointment 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.