Overview

Purpose

The JDR Court Appointed Attorney Scheduling (JCAS) application will be used by registered Court Appointed Attorneys and authorized Fairfax County JDR internal court users to schedule and manage court sessions within the JDR Court.

Technical Environment

The presentation and business logic will be developed using ASP.NET MVC and the web application will reside on the Fairfax County public web, so users will need Microsoft Internet Explorer in order to use the application.

Data will be stored on the Fairfax County Enterprise SQL Server 2017.

Reports will be developed using SQL Server Reporting Services and exported to PDF so users will need Adobe Acrobat Reader to view the reports.

Internal users will be authenticated against Active Directory, so users will use their Fairfax County network user ID and password to access the application. Court appointed attorney users will be authenticated against their registered email address and password.

Scheduled Jobs

Three jobs will be scheduled to run as follows:

1. On July 1st of each year at 7 AM to insert the pre-set standard holidays into the JcasCourtClosed table. The pre-set standard holidays are:
   - New Year's Day: occurs every year on January 1st.
   - Lee Jackson Day: occurs every year on the Friday before Martin Luther King Jr. Day.
   - Martin Luther King Jr. Day: occurs every year on the third Monday in January.
   - Inauguration Day: occurs every 4 years on January 20th.
   - George Washington's Birthday: occurs every year on the third Monday in February.
   - Memorial Day: occurs every year on the last Monday in May.
   - Independence Day: occurs every year on July 4th.
   - Labor Day: occurs every year on the first Monday in September.
   - Columbus Day: occurs every year on the second Monday in October.
   - Veterans Day: occurs every year on November 11th.
   - Thanksgiving Day: occurs every year on the fourth Thursday and the adjacent Friday in November.
   - Christmas: occurs every year on December 25th.

If any of the above holidays falls on Saturday, observe on Friday. If falls on Sunday, observe on Monday. The job also inserts all weekdays except weekends and holidays into the JcasSession table. Public Defender will be automatically scheduled to next year's sessions with the weekday and hearing type specified in settings PDAttorneyId, PDScheduleWeekday, and PDScheduleHearingType.

2. On the last calendar day of each month at 7 AM an email to all active registered attorneys will be sent to remind them that court sessions for the next available sign up period (month after next month) will be available for scheduling starting the next day. The email subject and body can be changed using the settings EmailSchedulingReminderSubject and EmailSchedulingReminderBody.

3. On the fifteenth calendar day of each month at 7 AM to permanently remove records in the following tables with dates of more than 18 months.
   - JcasCourtClosed: CourtClosedDate
   - JcasSession: SessionDate

The number of months can be changed by using the setting JCASRecordsMonthsToKeep.

Security

Within the application, each user is assigned one of the following roles. The assigned role determines what the user may see and do within the application.

Attorney

Users assigned an Attorney role may update their own profile, change password, schedule a court session, and view the Attorney Calendar and Attorney Schedule reports.

ReadOnly

Users assigned a ReadOnly role may view all reports and attorney list.

DataEntry

Users assigned a DataEntry role may add/update/delete attorneys, court closed dates, sessions, and view all reports.

SysAdmin

Users assigned a SysAdmin role may do all that DataEntry users may do. In addition, users assigned a SysAdmin role may add/update/delete users, and entries in a lookup table and view all reports.

Logging

Any insert, update, or delete to the following tables will create entries in the JcasLog table:
- JcasAttorney
- JcasAttorneyHearingType
- JcasCourtClosed
- JcasHearingType
- JcasMessage
- JcasRule
- JcasSession
- JcasSetting
- JcasUser

If a record in any of the above tables is inserted, updated, or deleted, the following information will be logged into table JcasLog:
- Table Id: name of the table the record is being inserted, updated, or deleted.
- Row Id: value to uniquely identify the record being inserted, updated, or deleted.
- Column Id: name of the column being inserted, updated, or deleted.
- Old value: value of the column being inserted or before the delete or update.
- New value: value of the column after the delete or update.
- Action: indicate whether the record was 'Inserted', 'Deleted', or 'Updated'.
- User Id: identify the user who inserted, deleted, or updated the record.
- Date and time: date and time the record was inserted, deleted, or updated.
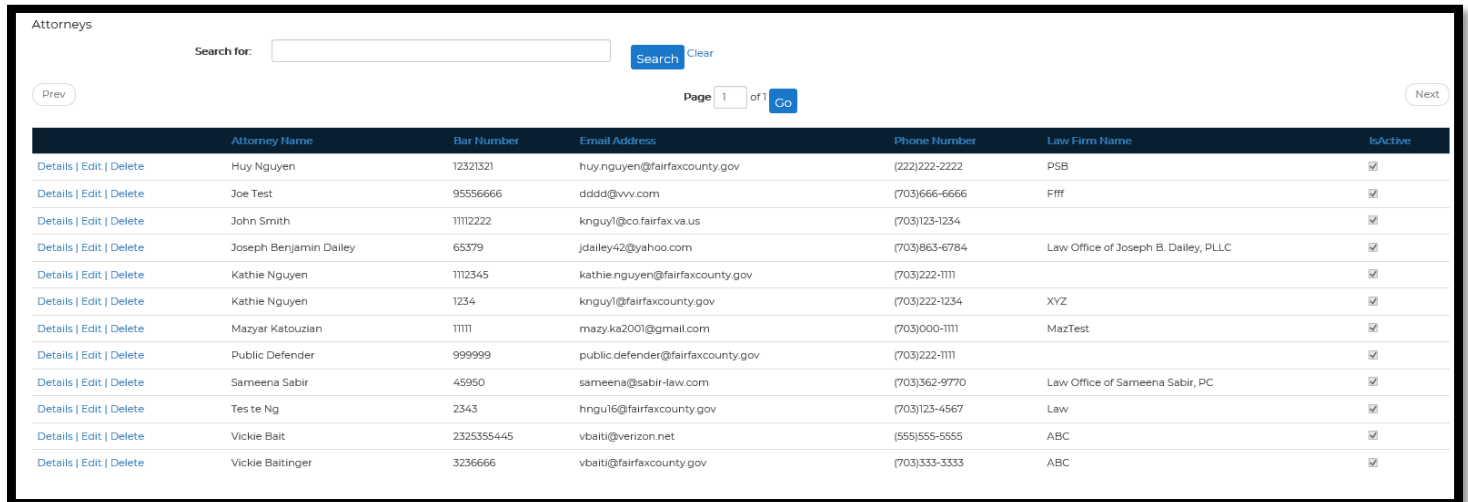
Basic Functionality

Throughout the Application

The following functionality is available throughout the application unless otherwise noted.

Date format

Unless otherwise noted, date format is MM/dd/yyyy

List

Where there is a list, all columns with a bold blue header are sortable. Click once on the column header to sort ascending. Click again to sort descending.
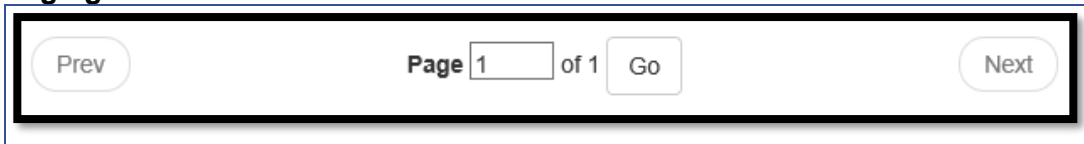
Logout/Help

Links in the left hand menu allow the user to:
- view the help document by clicking the "Help" link
- log out of the application by clicking the "Log out" link

Paging

Click Prev to navigate to the previous set of records
Click Next to navigate to the next set of records
Enter a page number and click Go to navigate to the specified page

Report

All reports display page number and date generated in the bottom of each page. Report name and selected criteria are displayed at the top of each page. All reports are displayed in DOC format.

Unless otherwise noted, after clicking the Run button, the following message box appears.

Click Open to display the report on the screen in PDF format. Click Save to save a copy of the report on the user's PC. Click Cancel to disregard the report request.

Required Fields
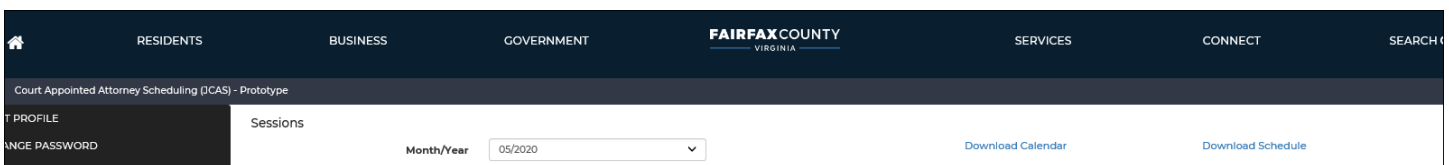
Unless otherwise noted, all required fields will be displayed with an asterisk ✱ next to the field name.

Download Links

Internal JCAS the Download will download the calendar for the month that is currently displayed on the screen showing all the session scheduled with attorney name and telephone number.

Attorney download calendar link will download a word document of the calendar for the month that is currently displayed on the screen with all the sessions scheduled.
Attorney download schedule link will download a word document of a list of sessions they are scheduled.

Email reminder for Attorney

An email is sent to registered attorneys each month as a reminder for the next sign up period. It is based on the setting value "EmailSchedulingReminderCalendarDate" if this setting value is not set then the value will default to the 25 th of the month. When any user loads the login screen the email will send. The email will send once.

Please do not reply to this email.

The JCAS court sessions for September 2020 will be available for scheduling starting on 06/01/2020.

Login

Log in

The JCAS application is only intended for authorized Court Appointed Attorneys and JDR internal users.

User name * [   ]

Password * [   ]

[Log in]

Forgot Password
Create New Attorney User

Description	
Any application message(s) currently in effect will be displayed on the top of the screen. If all message(s) currently in effect have Application Available set to True, prompts user for user Id and password to log in the application. Else, the input fields and button will not be displayed.	
Inputs	
User name	For attorney users, the registered email address. For internal users, the User Id that the employee uses to login to the FFX domain.
Password	For attorney users, the current password stored in JCAS. For internal users, the password the employee uses to login to the FFX domain.
Buttons/Links	
Log in	Click to log into the application. If the login is successful, the Main Menu appears.
Forgot Password	For attorney users only. Click to change password.
Create New Attorney User	For attorney users only. Click to register for access to JCAS.

The login message "The JCAS application is only intended for authorized Court Appointed Attorneys and JDR internal users." can be changed using the setting LoginMessage.

Main Menu

After successful login, the Menu items appear according to the user's assigned role.

Attorney

Users assigned an Attorney role may update their own profile, change password, schedule a court session, and view the Attorney Calendar and Attorney Schedule reports.

ReadOnly

Users assigned a ReadOnly role may view all sessions, reports and attorneys.

DataEntry

Users assigned a DataEntry role may add/update/delete attorneys, court closed dates, sessions, court date notes, sessions, and view all reports.

SysAdmin

Users assigned a SysAdmin role may do all that DataEntry users may do. In addition, users assigned a SysAdmin role may add/update/delete users, and entries in a lookup table and view all reports.

Create/Register New Attorney User

Create Attorney User

First Name *

Middle Name

Last Name *

Bar Number *

Phone Number *

Email Address *

Law Firm Name

Hearing Types * (select at least one)

☐ Criminal Hearing A1
☐ Criminal Hearing A2
☐ Criminal Hearing A3
☐ Detention Hearing Conflict
☐ Guardian Ad Litem 1
☐ Guardian Ad Litem 2

Create

Description	
Allows a court appointed attorney to register for JCAS access.	
User Role	
Anonymous.	
Navigation	
On the login page, click *Create New Attorney User*.	
Inputs	
First Name	First name of the attorney. Must be 50 characters or less. Must be completed.
Middle Name	Middle name of the attorney. Must be 50 characters or less.
Last Name	Last name of the attorney. Must be 50 characters or less. Must be completed.
Bar Number	Number issued by the Virginia State Bar to uniquely identify the attorney. Must be 10 characters or less. Must be completed. Must be unique.
Phone Number	Phone number where the attorney may be contacted. Must be 20 characters or less. Must be completed. Will be automatically formatted to xxx-xxx-xxxx.
Email Address	Email address where the attorney may be contacted. Must be 300 characters or less. Must be completed. Must be unique within the JCAS application. Must be a valid email address format.

Law Firm Name	Name of the law firm where the attorney provides legal service. Must be 100 characters or less.
Hearing Types	Identifies the hearing types the attorney is certified to provide service. At least one must be completed.
Buttons/Links	
Create	Click to create a new attorney user.
	If passes validation, message "*The new attorney user has been created, pending the Court's approval. Please check your email for registration receipt.*" appears and an email with subject "JCAS Confirmation Code" will be sent to the provided email address with a confirmation link to complete the registration process. The confirmation code will expire within 1 day of issuing.
	The expiration days, email subject and body can be changed using the following settings: EmailConfirmationExpireDays, EmailConfirmationCodeSubject and EmailConfirmationCodeBody.
	Another email will be sent to the system administrators with a link which when clicked will open the edit attorney page which will allow the sysadmin user to click the Is Active checkbox to make the attorney active in the JCAS application. If the attorney is not made active, they will not be able to log into the JCAS application.

Court Appointed Attorney Scheduling (JCAS) - Prototype

Create Attorney User

The new attorney user has been created, pending the Court's approval. Please check your email for registration receipt.

Attorney Name	John Doe1
Bar Number	2343242342
Email Address	dsfsfd@sss.com
Law Firm Name	234324334324
Phone Number	(444)444-4444
Hearing Type	Criminal Hearing A1

*** JCAS TEST VERSION ***In the production version of JCAS, this email would have been addressed as follows:

To: dsfsfd@sss.com
From: JCAS@fairfaxcounty.gov
****

Please do not reply to this email.

Your registration to access the Fairfax County JDR Court Appointed Attorney Scheduling (JCAS) Application has been received, pending the Court's approval. A confirmation email will be sent to this email address once your registration is approved.

*** JCAS TEST VERSION *** In the production version of JCAS, this email would have been addressed as follows:
To: knguy1@fairfaxcounty.gov; vbaiti@fairfaxcounty.gov; xjsims0@fairfaxcounty.gov; mkatou@fairfaxcounty.gov
From: JCAS@fairfaxcounty.gov
****

A new attorney has been registered in JCAS, pending the Court's approval.
https://publicdev.fairfaxcounty.gov/apps/jcas/JcasAttorneys/Edit/26

Court Appointed Attorney Scheduling (JCAS) - Prototype

SESSIONS
REPORTS ▾
ATTORNEYS
DATAENTRY ▾
SYSADMIN ▾

Edit Attorney User

First Name *	John
Middle Name	
Last Name *	Doe1
Bar Number *	2343242342
Phone Number *	(444)444-4444 (enter numbers only)
Email Address *	dsfsfd@sss.com
Law Firm Name	234324334324
Is Active	☐

Hearing Types *   (select at least one)

☑ Criminal Hearing A1
☐ Criminal Hearing A2
☐ Criminal Hearing A3
☐ Detention Hearing Conflict
☐ Guardian Ad Litem 1
☐ Guardian Ad Litem 2

Save

Once the new attorney is made active another email is sent to the attorney which will allow them to set their password. (see below)

Please do not reply to this email.

You have been granted access to the Fairfax County JDR Court Appointed Attorney Scheduling (JCAS) Application.

Please click the link below (or cut and paste it in your browser), enter your email address, and select a new password. This confirmation code expires in 1 day.
https://publicdev.fairfaxcounty.gov/apps/jcas/Account/ChangePassword?emailCode=cqRhpCYzxM50yKEdONCoN30DqPhFk2iOhFB4tag2WPjwEGg5wtFdzdxhzo0JvupE

Change Password

Description	
Allows a registered attorney user to change their password.	
User Role	
Attorney	
Navigation	
From a confirmation email, click the confirmation link, or	
Upon successful login, click *Change Password* from the menu bar.	
Inputs	
Email Address	The registered email address where the attorney may be contacted. Must be 300 characters or less. Must be completed. Must be a valid email address format.
New Password	Provide a new password. Must satisfy the password rule displayed on the Change Password screen.
Repeat New Password	Repeat the new password. Must be the same as the new password.
Buttons/Links	
Save	Click to save the new password. Password expires 90 days after changing. The expiration days can be changed using the setting PasswordExpireDays.
Cancel	Click to discard the changes.

Forgot Password

Description	
Allows a registered attorney user to change their password.	
User Role	
Attorney	
Navigation	

On the login page, click *Forgot Password*	
Inputs	
Email Address	The registered email address where the attorney may be contacted. Must be 300 characters or less. Must be completed. Must be a valid email address format.
Buttons/Links	
Send Email	Click to send an email with subject "JCAS Forgot Password" to the provided email address with a link to change password. The link will expire within 1 day of issuing. The expiration days, email subject and body can be changed using the following settings: EmailConfirmationExpireDays, ForgotPasswordSubject and ForgotPasswordBody.
Cancel	Click to return to the login page.

JCAS Forgot Password

J   JCAS@fairfaxcounty.gov
     To   Nguyen, Kathie
     Cc   JCAS@fairfaxcounty.gov

To reset your password for the Court Appointed Attorney Scheduling (JCAS) Application...

Please click the link below (or cut and paste it in your browser), enter your email address, and select a new password:
https://publicdev.fairfaxcounty.gov/apps/JCAS/Account/ChangePassword?emailCode=8GEcf83J6uyi0ZkVkhDnSNdW41QMcjnBDgV4USnZvigeAksNeM7ZS1VuCPgnsrHW

Edit Attorney

Edit Attorney User

First Name *	Kathie
Middle Name	
Last Name *	Nguyen
Bar Number *	123123
Phone Number *	703-222-1234
Email Address *	knguy1@fairfaxcounty.gov
Law Firm Name	XYZ
Is Active	☑

Hearing Types * (select at least one)

☑ Criminal Hearing A1
☑ Criminal Hearing A2
☑ Criminal Hearing A3
☑ Detention Hearing Conflict
☑ Guardian Ad Litem 1
☑ Guardian Ad Litem 2

Save

Description	
Allows a registered attorney to edit their own profile. Also allows internal users with DataEntry role to edit attorney information.	
User Role	
Attorney, DataEntry	
Navigation	
For attorney users, click *Edit Profile* from the menu bar. For internal users with DataEntry role, click *Attorneys* from the menu bar, then click *Edit* next to the attorney to update.	
Inputs	
First Name	First name of the attorney. Must be 50 characters or less. Must be completed.
Middle Name	Middle name of the attorney. Must be 50 characters or less.
Last Name	Last name of the attorney. Must be 50 characters or less. Must be completed.
Bar Number	Number issued by the Virginia State Bar to uniquely identify the attorney. Must be 10 characters or less. Must be completed. Must be unique.
Phone Number	Phone number where the attorney may be contacted. Must be 20 characters or less. Must be completed. Will be automatically formatted to xxx-xxx-xxxx.

Email Address	Email address where the attorney may be contacted. Must be 300 characters or less. Must be completed. Must be unique within the JCAS application. Must be a valid email address format.
Law Firm Name	Name of the law firm where the attorney provides legal service. Must be 100 characters or less.
Is Active	Only visible for users with DataEntry role. Whether the attorney is active in JCAS application. Must be completed.
Hearing Types	Identifies the hearing types the attorney is certified to provide service. At least one must be completed.
Buttons/Links	
Save	Click to save the attorney information.

Delete Attorney

Delete Attorney

ARE YOU SURE YOU WANT TO DELETE THIS ATTORNEY?

Attorney Name	Kathie Nguyen
Bar Number	123123
Email Address	knguy1@fairfaxcounty.gov
Law Firm Name	XYZ
Phone Number	703-222-1234
Hearing Types	Criminal Hearing A1
	Criminal Hearing A2
	Criminal Hearing A3
	Detention Hearing Conflict
	Guardian Ad Litem 1
	Guardian Ad Litem 2

Delete

Description	
Allows internal users with DataEntry role to delete an attorney.	
User Role	
DataEntry	
Navigation	
For internal users with DataEntry role, click *Attorneys*, then click *Delete* next to the attorney to delete.	
Buttons/Links	
Delete	Click to delete the attorney from JCAS. The attorney cannot be deleted if scheduled for any of the existing sessions (past or future) within JCAS.

Attorney Search

Description	
Allows an internal user with Readonly and DataEntry role to search for an attorney.	
User Role	
Readonly, DataEntry	
Navigation	
Click *Attorneys* from the menu bar.	
Inputs	
Search for	Provide criteria to search.
Buttons/Links	
Search	Click to search for an attorney with any of the following information that contains the provided criteria: name, bar number, email address, law firm name, and phone number.
Clear	Click to clear the *Search for* box.

Court Closed Dates

Court Closed Dates		
Year	2019 ⌄	
Create New	**Court Closed Date**	**Court Closed Reason**
Edit | Delete	01/01/2019	HOLIDAY
Edit | Delete	01/18/2019	HOLIDAY
Edit | Delete	01/21/2019	HOLIDAY
Edit | Delete	02/18/2019	HOLIDAY

Description	
Allows an internal user with DataEntry role to add/edit/delete a court closed date.	
User Role	
DataEntry	
Navigation	
Click *Court Closed* from the menu bar.	
Inputs	
Year	Select a year to list all existing court closed dates for that year. The dropdown box only lists years that at least one court closed date exists for that year. Court Closed Dates for next year will be auto-inserted as specified in the Scheduled Jobs section of this document.
Buttons/Links	
Create New	Click to create a new court closed date.
Edit	Click to update a court closed date.
Delete	Click to delete a court closed date.

Add Court Closed Date

Create Court Closed Date

Court Closed Date * [   ]

Court Closed Reason * [   ]

[Create]

Description	
Allows an internal user with DataEntry role to add a court closed date.	
User Role	
DataEntry	

Navigation	
Click *Court Closed* from the menu bar. Click *Create New*.	
Inputs	
Court Closed Date	Date the court is closed. Must be completed.
Court Closed Reason	Reason the court is closed. Must be 50 characters or less. Must be completed.
Buttons/Links	
Create	Click to create the new court closed date. If there already exists a session with a scheduled attorney on the specified date, the following message appears and the new court closed date will not be created: *"Court Closed Date must not be on a weekend and must not already exist a session on the same date with a scheduled attorney."*

Edit Court Closed Date

Edit Court Closed Date

Court Closed Date *   01/01/2019

Court Closed Reason *   HOLIDAY

Save

Description	
Allows an internal user with DataEntry role to edit a court closed date.	
User Role	
DataEntry	
Navigation	
Click *Court Closed* from the menu bar. Click *Edit* next to the court closed date to update.	
Inputs	
Court Closed Date	Date the court is closed. Must be completed.
Court Closed Reason	Reason the court is closed. Must be 50 characters or less. Must be completed.
Buttons/Links	
Save	Click to save the changes. If there already exists a session with a scheduled attorney on the specified date, the following message appears and the new court closed date will not be created: *"Court Closed Date must not be on a weekend and must not already exist a session on the same date with a scheduled attorney."*

Delete Court Closed Date

Delete Court Closed Date

ARE YOU SURE YOU WANT TO DELETE THIS COURT CLOSED DATE?

Court Closed Date	01/18/2019
Court Closed Reason	HOLIDAY

Delete

Description	
Allows an internal user with DataEntry role to delete a court closed date.	
User Role	
DataEntry	
Navigation	
Click *Court Closed* from the menu bar. Click *Delete.*	
Buttons/Links	
Delete	Click to delete the court closed date.

Sessions

Description	
Allows attorney users to schedule a court session. Allows internal users with DataEntry role to create/schedule/unscheduled/edit/delete a court session.	
User Role	
Attorney, DataEntry	
Navigation	
Click *Sessions* from the menu bar. The Attorney column is not visible to attorney users. By default, scheduled sessions are listed first.	
Inputs	
Month/Year	Select a month and year to display the court sessions for the selected month and year. For attorney users, the dropdown box only lists the next 3 months. For internal users with DataEntry role, the dropdown box lists all months and years that have at least one existing session within each month and year.
Session Date	Select a specific date to display all court sessions for the selected date. Weekends and court closed dates are not selectable. For attorney users, the calendar only allows selection of dates within the next 3 months. For internal users with DataEntry role, the calendar allows selection of dates within the next 12 months.
Buttons/Links	
Create New	Not visible to attorney users. Click to create a new court session.
Schedule	Click to schedule the session.
Unschedule	Not visible to attorney users. Click to unscheduled the session.
Edit	Not visible to attorney users. Click to edit the courtroom for the session.
Delete	Not visible to attorney users. Click to delete the session.

Create Session

Description	
Allows internal users with DataEntry role to create a court session.	
User Role	
DataEntry	
Navigation	
Click *Sessions* from the menu bar. Click *Create New*.	
Inputs	
Session Date	Identify the date the court is in session. Must be completed.
Hearing Type	Identifies the hearing type for the court session. Must be completed.
Attorney	Identifies the attorney scheduled for this court session and hearing type.
Courtroom	Identifies the courtroom assigned to this session and hearing type (if any).
Buttons/Links	
Create	Click to create the new court session.
	Combination of session date and attorney must be unique.
	Combination of session date and hearing type must be unique.
	Session date must not be on weekend, not on a court closed date, not before the current date, not later than next year.
	If an attorney is selected, hearing type must be one of the attorney's certified hearing types.
	Combination of session date, hearing type, and attorney must satisfy one of the rules set in the JcasRule table.
	If passes validation, if an attorney is selected, an email with subject "JCAS Session Scheduled" will be sent to the attorney's email address.
	The email subject and body can be changed using the following settings: EmailSessionScheduledSubject, EmailSessionScheduledBody.

Schedule Session

Attorney screen

Internal screen

Description	
Allows attorney users to schedule a court session.	
Allows internal users with DataEntry role to schedule a court session.	
User Role	
Attorney, DataEntry	
Navigation	
Click *Sessions* from the menu bar. Click *Schedule.*	
Inputs	
Attorney	Only selectable for users with DataEntry role.
	The dropdown box only lists attorneys who are certified for the selected hearing type.
	Select an attorney to schedule for this court session and hearing type.
Courtroom	Only selectable for users with DataEntry role. Select a desired courtroom from the dropdown. It is not required.
Buttons/Links	
Schedule	Click to schedule the attorney for the court session. The courtroom can also be scheduled for this session for internal users if selected.
	Combination of session date and attorney must be unique.
	Combination of session date, hearing type, and attorney must satisfy one of the rules set in the JcasRule table.
	If passes validation, an email with subject "JCAS Session Scheduled" will be sent to the attorney's email address.
	The email subject and body can be changed using the following settings: EmailSessionScheduledSubject, EmailSessionScheduledBody.
Back to Calendar	Click to return to calendar. It will return the user to the month for which was clicked to schedule the session.

Schedule a Session

Session scheduled successful.

Session Date	10/02/2019
Attorney Name	John Smith
Hearing Type Name	Criminal Hearing A1
Courtroom	

JCAS Session Scheduled

J   JCAS@fairfaxcounty.gov
To ● Nguyen, Kathie
Cc ○ JCAS@fairfaxcounty.gov

↩ Reply   ↩ Reply All   → Forward   ···

Tue 10/1/2019 7:44 AM

The following session has been scheduled: Date: 10/2/2019 Hearing Type: Criminal Hearing A1

Unschedule Session

Unschedule a Session

ARE YOU SURE YOU WANT TO UNSCHEDULE THE ATTORNEY FROM THIS SESSION?

Session Date 10/01/2019
Attorney Name Kathie Nguyen
Hearing Type Name Guardian Ad Litem 2
Courtroom

Unschedule

Description	
Allows internal users with DataEntry role to unschedule a court session.	
User Role	
DataEntry	
Navigation	
Click *Sessions* from the menu bar. Click *Unschedule*.	
Buttons/Links	
Unschedule	Click to unschedule the attorney from the court session. An email with subject "JCAS Session Unscheduled" will be sent to the attorney's email address. The email subject and body can be changed using the following settings: EmailSessionUnscheduledSubject, EmailSessionUnscheduledBody.

Unschedule a Session

Session unscheduled successful.

Session Date 10/01/2019
Attorney Name
Hearing Type Name Guardian Ad Litem 2
Courtroom

JCAS Session Unscheduled

J   JCAS@fairfaxcounty.gov
     To ✓ Nguyen, Kathie   ↩ Reply   ↩ Reply All   → Forward   ⋯
     Cc ○ JCAS@fairfaxcounty.gov
                                                              Tue 10/1/2019 8:35 AM

The following session has been unscheduled: Date: 10/1/2019 Hearing Type: Guardian Ad Litem 2

Edit Session Courtroom

Description	
Allows internal users with DataEntry role to edit a session courtroom.	
User Role	
DataEntry	
Navigation	
Click *Sessions* from the menu bar. Click *Courtrooms.*	
Inputs	
Courtroom	Select a courtroom to assign to the court session from the dropdown list next to the hearing type.
Buttons/Links	
Save	Click to update the courtroom for the court session.

Delete Session

Description	
Allows internal users with DataEntry role to delete a court session.	
User Role	
DataEntry	
Navigation	
Click *Sessions* from the menu bar. Click *Delete.*	
Buttons/Links	
Delete	Click to delete the court session.
	If an attorney was scheduled for the deleted court session, an email with subject "JCAS Session Deleted" will be sent to the attorney's email address.
	The email subject and body can be changed using the following settings: EmailSessionDeletedSubject, EmailSessionDeletedBody.

Court Date Notes

Description	
Allows internal users with Data Entry role to create/update/delete court date notes.	
User Role	
Data Entry	
Navigation	
Click *Court Closed Notes* from the menu bar.	
Buttons/Links	
Create New	Click to create a Court Date Note.
Edit	Click to update a Court Date Note.
Delete	Click to delete a Court Date Note.

Create Court Date Note

Description	
Allows internal users with Data Entry role to create a new court date note.	
User Role	
Data Entry	
Navigation	
Click *court date notes* from the menu bar. Click *Create New*.	
Inputs	
From Date	Select date from calendar control. This is court date the court date note will start appearing on the calendar.
To Date	Select date from the calendar control. This will be the court date the court date note will stop appearing on the calendar.
Note	Enter the note that will appear on the calendar day(s).
Display Order	Enter a number between 1 and 100 if more than one note is needed per day on the calendar. It court notes will sort based upon the number entered.
Buttons/Links	
Create	Click to create the court date note.

Edit Court Date Note(s)

Description	
Allows internal users with Data Entry role to update information about a court date note(s).	
User Role	
Data Entry	
Navigation	
Click *Court Date Notes* from the menu bar. Click *Edit.*	
Inputs	
From Date	Select Date for the court note to begin to show on the calendar.
To Date	Select To Date for end date of the court date notes to show.
Note	Note to be displayed on the desired court date(s)
Display Order	Numeric value from 1 to 100 entered in order to display multiple court notes
Buttons/Links	
Save	Click to save changes made to the court date note.

Delete Court Date Note

Description	
Allows internal users with SysAdmin role to delete Court Date Note.	
User Role	
Data Entry	
Navigation	
Click Court Date Note from the menu bar. Click *Delete.*	
Buttons/Links	
Delete	Click to delete the Court Date Note

Users

Internal Users			
Create New	**User Login Id**	**User Name**	**User Role**
Edit | Delete	knguy1	Kathie Nguyen	SysAdmin
Edit | Delete	vbaiti	Vickie Baitinger	SysAdmin
Edit | Delete	xbmora5	Barbara Moran	SysAdmin
Edit | Delete	xjsims0	Jackelyann Sims	SysAdmin

Description	
Allows internal users with SysAdmin role to create/update/delete an internal user.	
User Role	
SysAdmin	
Navigation	
Click *Users* from the menu bar.	
Buttons/Links	
Create New	Click to create a new user.
Edit	Click to update a user.
Delete	Click to delete a user.

Create User

Create Internal User	
User Login Id *	[ ]
User Name *	[ ]
User Role	--select one-- ⌄
	Create

Description	
Allows internal users with SysAdmin role to create a new internal user.	
User Role	
SysAdmin	
Navigation	
Click *Users* from the menu bar. Click *Create New*.	
Inputs	
User Login Id	Network Id the user uses to login to the application. Must be 10 characters or less. Must be completed. Must be unique.
User Name	Full name of the user (First Middle Last). Must be 50 characters or less. Must be completed.
User Role	Role that determines what this user can do within the application.
Buttons/Links	
Create	Click to create the new user.

Edit User

Description	
Allows internal users with SysAdmin role to update information about an internal user.	
User Role	
SysAdmin	
Navigation	
Click *Users* from the menu bar. Click *Edit.*	
Inputs	
User Login Id	Network Id the user uses to login to the application. Must be 10 characters or less. Must be completed. Must be unique.
User Name	Full name of the user (First Middle Last). Must be 50 characters or less. Must be completed.
User Role	Role that determines what this user can do within the application.
Buttons/Links	
Save	Click to save changes made to the user.

Delete User

Description	
Allows internal users with SysAdmin role to delete internal user.	
User Role	
SysAdmin	
Navigation	
Click *Users* from the menu bar. Click *Delete.*	
Buttons/Links	
Delete	Click to delete the user.

Reports

Court Calendar

Report: CourtCalendar

FromDate * [   ]

ToDate * [   ]

[Run]

Description	
Allows internal users to generate the court calendar report.	
User Role	
ReadOnly	
Navigation	
Select *Court Calendar* from the menu bar.	
Inputs	
From Date	Enter the begin of the date range. Must be a valid date. Must be completed. Must be on or before the To Date.
To Date	Enter the end of the date range. Must be a valid date. Must be completed. Must be on or after the From Date.
Buttons/Links	
Run	Click to generate the report.
	From Date must be on or before To Date and not more than one year in between.
	For court sessions during the specified date range, the report will be displayed in calendar format, one month per page, exclude weekends. For each date, if it is a court closed date, display the court closed reason. Else, for each hearing type, display the hearing type code, the scheduled attorney name (first initial and last), courtroom in parentheses (if available), and attorney phone number (first digit area code and 7 digits local number).

November 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1 A1 A2 A3 DHC G1 G2
4 A1 - K Nguyen 7/222-1234 A2 A3 DHC G1 - V Baitinger 7/-333-333 G2	**5** A1 A2 A3 DHC G1 G2	**6** A1 - K Nguyen 7/222-1234 A2 A3 DHC G1 G2	**7** A1 - PD A2 A3 DHC G1 G2	**8** A1 A2 - V Baitinger 7/-333-333 A3 DHC G1 G2
11 HOLIDAY	**12** A1 A2 A3 DHC G1 G2	**13** A1 A2 A3 DHC G1 G2	**14** A1 - PD A2 A3 DHC G1 G2	**15** A1 A2 A3 DHC G1 G2
18 A1 A2 A3 DHC G1 G2	**19** A1 A2 A3 DHC G1 G2	**20** A1 A2 A3 DHC G1 G2	**21** A1 - PD A2 A3 DHC G1 G2	**22** A1 A2 A3 DHC G1 G2
25 A1 A2 A3 DHC G1 G2	**26** A1 A2 A3 DHC G1 G2	**27** A1 (3B) A2 - H Nguyen (3D) 2/222-2222 A3 DHC G1 G2	**28** HOLIDAY	**29** HOLIDAY

JCAS - 10/1/2019 9:30:20 AM

Attorney Calendar

Report: AttorneyCalendar

Attorney *   --select one--   ⌄

Run

Description		
Allows all users to generate the attorney calendar report.		
User Role		
Attorney, ReadOnly		
Navigation		
Select *Attorney Calendar* from the menu bar.		
Inputs		

Attorney	Only selectable for internal users.
	Select the attorney to generate the calendar for.
Buttons/Links	
Run	Click to generate the report.
	For court sessions scheduled for the selected attorney for the next 3 months, the report will be displayed in calendar format, one month per page, exclude weekends. For each date, if it is a court closed date, display the court closed reason. Else, if the attorney is scheduled for the date, display the scheduled hearing type name and courtroom in parentheses (if available).
	The number of months displayed can be changed using the setting AttorneySessionMonths.

November 2019
Kathie Nguyen

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Criminal Hearing A1 (3E)	5	6 Criminal Hearing A1 (3B)	7	8
11 HOLIDAY	12	13	14	15
18	19	20	21	22
25	26	27	28 HOLIDAY	29 HOLIDAY

JCAS - 10/1/2019 9:50:24 AM

Attorney Schedule

Description	
Allows all users to generate the attorney schedule report.	
User Role	
Attorney, ReadOnly	
Navigation	
Select *Attorney Schedule* from the menu bar.	
Inputs	
Attorney	Only selectable for internal users.
	Select the attorney to generate the schedule for.
Buttons/Links	
Run	Click to generate the report.
	For court sessions scheduled for the selected attorney for the next 3 months, the report lists session day and session date, hearing type name, and courtroom (if available).
	The number of months displayed can be changed using the setting AttorneySessionMonths.

Attorney Schedule
Kathie Nguyen

Session	Hearing Type	Courtroom
Tuesday, 10/01/2019	Criminal Hearing A3	3G
Monday, 10/07/2019	Criminal Hearing A2	
Friday, 10/11/2019	Criminal Hearing A1	
Wednesday, 10/16/2019	Criminal Hearing A2	
Monday, 11/04/2019	Criminal Hearing A1	3E
Wednesday, 11/06/2019	Criminal Hearing A1	3B

Lookup Tables

Courtrooms

Courtrooms

	Courtroom
Create New	
Edit | Delete	3A
Edit | Delete	3B
Edit | Delete	3C
Edit | Delete	3D
Edit | Delete	3E
Edit | Delete	3F
Edit | Delete	3G
Edit | Delete	3H

Create Courtroom

Courtroom *

[Create]

Edit Courtroom

Courtroom *   3A

[Save]

Delete Courtroom

ARE YOU SURE YOU WANT TO DELETE THIS COURTROOM?

Courtroom   3A

[Delete]

Description
Allows users to add/update/delete a courtroom.
User Role
SysAdmin.
Navigation

Select *Courtrooms* from the menu bar.	
Inputs	
Courtroom	Identify the courtroom used for hearing assignments. Must be 20 characters or less. Must be completed. Must be unique.
Buttons/Links	
Create New	Click to create a new courtroom.
Edit	Click to update an existing courtroom.
Save	Click to save the courtroom.
Delete	Click to delete an existing courtroom. Courtroom may not be deleted when it is associated with any Session.

Message

Application Messages

Create New	Message Text	Display As Error	Application Available	Start DateTime	End DateTime
Edit | Delete	JCAS is unavailable between 1/1/2019 and 1/4/2019	☐	☐	01/01/2019 12:00 AM	01/04/2019 12:00 AM
Edit | Delete	test1	☑	☐	01/01/2019 12:00 AM	01/03/2019 12:00 AM
Edit | Delete	test111	☑	☑	01/01/2019 12:00 AM	03/01/2019 12:00 AM

Create Application Message

Message Text *

Display As Error * ☐

Application Available * ☐

Start DateTime *

End DateTime *

[Create]

Edit Application Message

Message Text * JCAS is unavailable between 1/1/2019 and 1/4/2019

Display As Error * ☐

Application Available * ☐

Start DateTime * 01/01/2019 12:00 AM

End DateTime * 01/04/2019 12:00 AM

[Save]

Delete Application Message

ARE YOU SURE YOU WANT TO DELETE THIS?

Message Text	JCAS is unavailable between 1/1/2019 and 1/4/2019
Display As Error	☐
Application Available	☐
Start DateTime	01/01/2019 12:00 AM
End DateTime	01/04/2019 12:00 AM

Delete

Description
Allows users to add/update/delete an application message.

User Role
SysAdmin.

Navigation
Select *Messages* from the menu bar.

Inputs	
Message Text	Text of the message to display. Must be 2000 characters or less. Must be completed.
Display As Error	Whether this message should be displayed as an error. Must be completed.
Application Available	Whether the application should be available when this message is displayed. Must be completed. Can only be updated by a developer.
Start DateTime	Date and time this message should begin being displayed. Must be a valid date. Must be completed.
End DateTime	Date and time this message should stop being displayed. Must be a valid date. Must be completed.

Buttons/Links	
Create New	Click to add a new application message.
Edit	Click to update an existing message.
Save	Click to save the message. End DateTime must be on or after Start DateTime.
Delete	Click to delete an existing message.

Setting

Description	
Allows users to update/view a configuration setting for the application.	
User Role	
SysAdmin.	
Navigation	
Select *Settings* from the menu bar.	
Inputs	
Setting Value	Current value of the configuration setting.
Buttons/Links	
Edit	Click to update an existing setting.
Save	Click to save the setting.