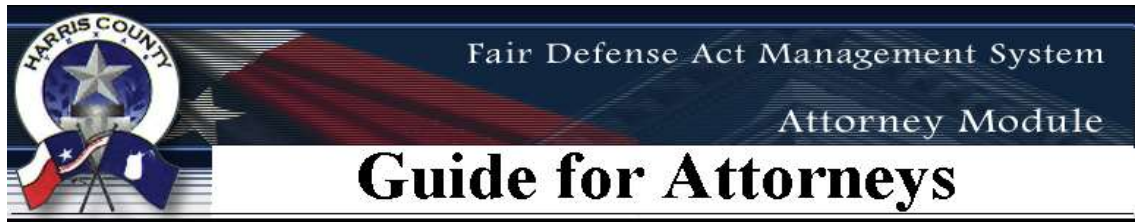




Guide for Attorneys

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This guide is intended to provide basic instructions for attorneys using the Harris County Fair Defense Act Management System (FDAMS).

FDAMS works best using Microsoft Edge, Firefox, Goggle Chrome, Mozilla, or Safari.

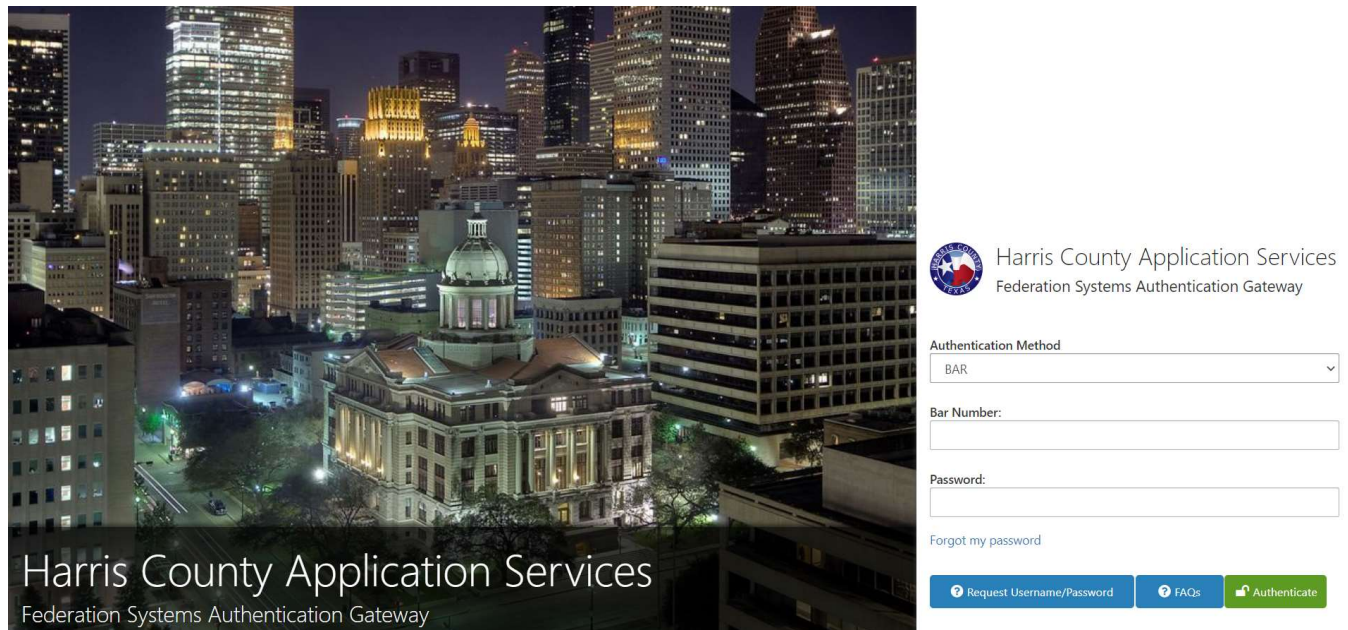
1. Access to FDAMS is part of the Attorney Onboarding process for District Juvenile and District Criminal court divisions.
2. If there are problems, attorneys are asked to first contact the Central Appointment Coordinator at fdams@justex.net

Signing In

How to access FDAMS:

- Go to www.justex.net
- Scroll down to the “Helpful Resources” Section
- Click the “FDAMS Application” link under the “Attorneys” Icon.

This will navigate the user to the login screen where they can log in to the application.



The system is available 24-hours a day, 7 days a week. It is accessible from any internet-based PC, iPhone, iPad, or other smartphone device. However, after normal business hours, you may experience occasional brief outages as we introduce improvements to the system.



Login

1. **Authentication Method** set to “BAR”
2. Enter your **Bar Number** (complete bar number including any leading zeroes)
3. Enter your **Password**. It is the same as the ViPS password.
4. Click the **Authenticate** Button.



Harris County Application Services
Federation Systems Authentication Gateway

Authentication Method

Bar Number:

Password:

[Forgot my password](#)

[Request Username/Password](#) [FAQs](#) [Authenticate](#)

First time users: When you login for the first time, you will be presented with the Change Password screen (see below).



Change Password Screen



Harris County Application Services Change Password

Logon ID: 87654321

Current Password:

New Password:

Confirm Password:

The password must meet the following criteria

- Be between 6 – 15 characters
- Contain one Upper Case character
- Contain at least one number
- Contain at least one of the following Special Characters
!, *, +, &, @, #, \$, %

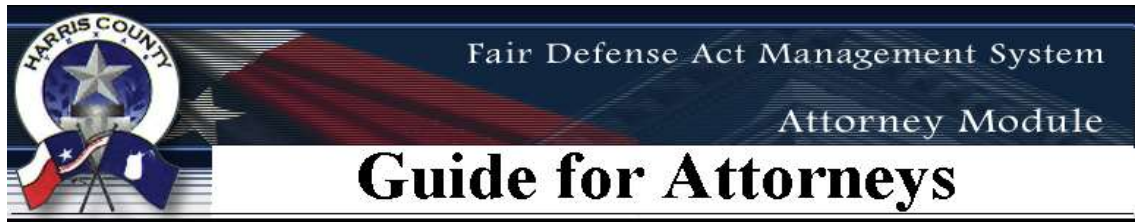
Cancel

Submit

Enter your current (temporary) password in the **Current (Temporary) Password** box. Enter the new password in the **New Password** box. It must be at least 6 characters in length and contain any combination of alphabet letters (upper and lower case), numbers (0 through 9) and special characters (!, *, +, &, @, #, \$, %). Note that passwords are “case sensitive,” meaning that capital letters and lower-case letters are not the same. Retype your **new** password in the **Confirm Password** box. If successful, you will see a message that your password was successfully changed. You will login with the new password going forward.

Password Best Practices

- Use a combination of numbers, upper-case and lower-case letters, and special characters.
- Use something meaningful to you to aid in remembering.
- Change your password occasionally to keep it secure.
- Don't write passwords down.



If the Password Change is Not Successful

- Check the **Caps Lock** feature on your keyboard. You may be entering letters with the wrong case.
- Delete the contents of the password box and retype the password again SLOWLY.
- Go back to the login screen and click the link labeled **Forgot My Password** below the password field.
 - a. You will be prompted to enter your bar number and email address.
 - b. Enter the email address then press the **RESET** button.
 - c. A new temporary password will be emailed to you.
 - d. Return to the login screen and reenter your bar number and temporary password
 - e. You will be prompted to change the temporary password. See the section called **Change Password Screen**.
- If the problem persists, send an email to fdams@justex.net explaining the problem.

Please remember your password!

If you do forget your password, click the **Forgot My Password** link and follow the procedures as described above.

Attorney Information Maintenance

This page is automatically presented at login and allows you to navigate to specific areas of the application. Each link (see circled area) will be explained in detail. Here is a basic definition for each link:

Logout—Return to the Login screen.

Appt. Request—Notify the courts regarding your availability for appointments.

Attorney Calendar—View requests or appointments and modify requests.

Contact Info—Update your personal information.

Change Password—Control your secure access to the system.

Harris County
Fair Defense Act Management System
Attorney Module

[Attorney]
00000007

Log Out

Attorney

Appt. Request

Attorney Calendar

Contact Info

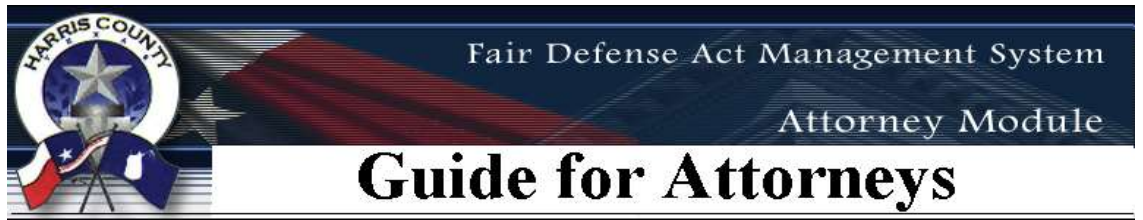
Change Password

Choose from the options listed below or on the menu bar at the left.

For instructions, click the Help button.

To contact the Central Appointments Coordinator in the Administrative Office of the District Courts, send email to fdams@justex.net.

© The Administrative Office of the District Courts



Log Out

This link will bring you back to the main login screen (shown below). The application will ask the question: **Are you sure you want to log out?** Two buttons will be shown under the question. Click **OK** to log out. Click **Cancel** to retain your login session.

Goodbye! You have signed out successfully.

If you feel you have received this message in error or would like to request access, please contact Harris County Application Services by emailing using the link below, or by calling the ITC Help Desk at (713) 274-7966.

[Contact Harris County Application Services](#)

[Back to Login Screen](#)



Contact Information

Click on this link to review your contact information. This is how the courts will contact attorneys on the felony and/or juvenile list for appointment opportunities. The Administrative Office of the District Courts also uses this information to send out correspondence regarding requirements and upcoming changes that affect court appointments. **It is your responsibility to keep this information current.** If any of the non-updateable fields are incorrect, such as **Selected Languages** or **Graduated Lists**, please email the Central Appointments Coordinator at fdams@justex.net.

When the Contact Information Screen appears:

1. Review your personal contact information.
2. Make any necessary corrections by typing inside the appropriate boxes. You can only update those fields **highlighted** in the image below.
3. Click the **Submit** button at the bottom of the screen.

Attorney Maintenance

[Attorney]
00000007

Log Out

Attorney

Appt. Request

Attorney Calendar

Contact Info

Change Password

Bar Number: 00000007

SPN: 50000007

Name: james bond

Mailing Address Street: [highlighted]

City: [highlighted]

State: [highlighted]

Zip: [highlighted]

Phone: [highlighted]

Fax: [highlighted]

Pager: [highlighted]

Mobile: [highlighted]

Email: [highlighted]

Capital List:

Felony List:

Juvenile List:

Appellate List: Appellate Non-Capital Certified

Special Qualifications: (English)

Submit

You can display the Attorney Maintenance page at any time by clicking on the **Contact Info** item in the menu bar on the left side of the screen. ***If you make any changes to your contact information on this application, be sure to go to the [District Clerk's Office](#), the Auditor's office (1001 Preston 8th Floor), and the State Bar of Texas and provide them with these updates.***



Appointment Request

1. Select **Appt. Request** from the menu on the left side of the screen.
2. Click the check box(es) to indicate availability for **Individual Case Assignment**, **Limited Term Assignment** or both. You must select at least one of these boxes.
 - a. **Individual Case Assignment** – one case per appointment
 - b. **Limited Term Assignment** – attorney can be the attorney of the day or attorney of the week if selected by a court who utilizes limited term attorneys. Limited Term for this application does not apply to longer term appointments such as a 30-day term or a 1-year term. Please refer to the [Individual Court Procedures](#) for each Felony District Court.
3. Enter an **Available From** date. Click on the date picker icon to use the Date Picker.
⇒ **IMPORTANT:** You can enter a range of days up to that date 35 days from the current date.
4. Enter an **Available To** date. This can be the same as (or greater than) your **Available From** date. Date range entered cannot overlap an existing date range.
5. Click the **Submit** button at the bottom of the screen.
6. Once a request has been entered, you may modify or delete the request through the Attorney Calendar screen. (See Attorney Calendar section below.)

[Attorney]
00000007
Log Out
Attorney
Appt. Request
Attorney Calendar
Contact Info
Change Password

Add a New Request for Appointment

Attorney Bar Number: 00000007

Attorney Name: james bond

Assignment Type:
 Individual Case Assignment
 Limited Term Assignment

Available From: 

Available To: 

Submit

Calendar Icons



Date Picker

The Date Picker is a tool to assist you in requesting valid availability dates. Clicking a calendar icon on the **Appointment Request** screen will cause the Date Picker to display in its own small window. Valid dates appear in bold and may be selected by clicking on the number.

1. From the **Appointment Request** screen, click one of the calendar icons to display the Date Picker.
2. Select month and year from the drop-down lists, or click one of the double-arrow buttons to change the calendar one month forward or back. (*The current month will display initially.*)
3. Click the number in bold corresponding to the date you wish to select.
4. The Date Picker will post your selection to the **Appointment Request** screen.

Attorney Bar Number: 00000007

Attorney Name: james bond

Assignment Type: Individual Case Assignment
 Limited Term Assignment

Available From: [Calendar Icon] ← **Date Picker**

Click here to scroll the month backward (Dec...Nov...)

Click here to scroll the month forward (Feb...March...)

January, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: January 16, 2019



Attorney Calendar

Use the **Attorney Calendar** to view and verify requests or appointments.

1. Select **Attorney Calendar** from the menu on the left side of the screen.
2. The current month will display initially. There are scroll icons (arrows) on the far left and far right of the top line on the calendar. The single arrow will scroll one month forward (right side of the calendar) or one month backward (left side of the calendar). The double arrow on the right side of the calendar will scroll forward in three-month increments (June, September, December...). The double arrow on the left side of the calendar will scroll backwards in three-month increments (June, March, December (of previous year)).
3. You can click anywhere on the top line to display a list of months and years. Click on the month and year you want to view and then click ok. Your choice will be displayed. The view will show both (All Requests). Pending Requests that you have entered will display in bold as “Individual,” “Limited,” or “Both.” Court assignments will display the court number.
4. Clicking on a pending request will return you to the **Attorney Calendar** screen. You may then modify or delete the request. Delete/Modify the request by double clicking on any of the assignment types. The **Appointment Request** Screen will appear. Reenter your request and click the submit button.

Attorney Calendar for james bond

January 2019				
	1	2	3	4
	5	6	7	8
	9	10	11	12
13	14	15	16	17
18	19	20	21	22
23	24	25		



Guide for Attorneys

System Best Practices

- If you frequently access the *Fair Defense Act Management System* from the same computer, use your browser's Favorites (or Bookmarks) feature to store a link to the web site.
- Keep your password secure. It is your key to the integrity of your information.
- Use the Calendar of Assignments to verify any information you enter into the system. Check the Calendar frequently for postings of assignments by courts.
- Enter your availability in a conscientious and timely manner. You will only display as an assignment option to the courts if the calendar shows that you are available.
- The Date Picker feature on the **Request for Appointment** screen is the easiest way to determine valid dates for requests.
- If you wish to be considered for both Individual Case and Limited Term Assignments, be sure to check BOTH boxes on the Request for Appointment screen.
- **To report problems, please send email to fdams@justex.net explaining the problem. Give as much detail as possible including the exact date and time the problem occurred.**