



This guide is intended to provide basic instructions for attorneys using the Harris County Fair Defense Act Management System. More complete information and support resources can be found in the System Help features on the web site.

Using an Internet browser (Internet Explorer version 5.0 and above or Netscape Navigator version 6.2 and above), access the web site at <http://www.fdams.justex.net>. The system is available 24-hours a day, 7 days a week. However, after normal business hours, you may experience occasional brief outages as we introduce improvements to the system.

Login

1. Enter your **User Name** (bar number).
2. Enter your **Password**.
3. Click the **Login** Button.

First time users: Enter the information provided on the confirmation letter you received notifying you of your eligibility to receive court appointments. That letter contained a User Name (your bar number) and a unique Password. When you login for the first time, you may be presented with the Change Password screen.

For information regarding password maintenance and troubleshooting, refer to the **Change Password** section below.

You may retain your assigned password or create a new one. **Please remember your password.**

Attorney Information Maintenance

This page is automatically presented at login to ensure that the courts have your most current contact information. Make any necessary corrections. If your List Memberships or your Special Qualifications are incorrect, please email the District Courts Central Appointments Coordinator at fdams@justex.net.

1. Review your personal contact information.
2. Make any necessary corrections by typing inside the appropriate boxes.
3. Click the **Submit** button at the bottom of the screen.
4. You will be prompted to update your personal contact information at least twice a year.

Harris County Fair Defense Act Management System
Attorney Module

Attorney Maintenance

Logout
Attorney
Appt. Request
Attorney Calendar
Contact Info
Change Password
Help

Bar Number: attorney
Name: Sam Test

Mailing Address: 123 Test Address
Test City, TS 88889

Physical Address: 123 Test Address
Test City, TS 88887

Phone: 777-777-7776
Fax: 281-555-1212

Pager: 777-777-7777
Mobile: 777-777-7775

Email: test@here.com

Capital List:
Felony List:
Juvenile List: Juvenile Class A
Appellate List: Appellate Juvenile Certified
Special Qualifications: Deaf Interpreter

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.

Menu Bar

A menu of system functions is available on the left side of the screen. Click items in the shaded blue area to access system features:

Logout—Return to the Login screen.

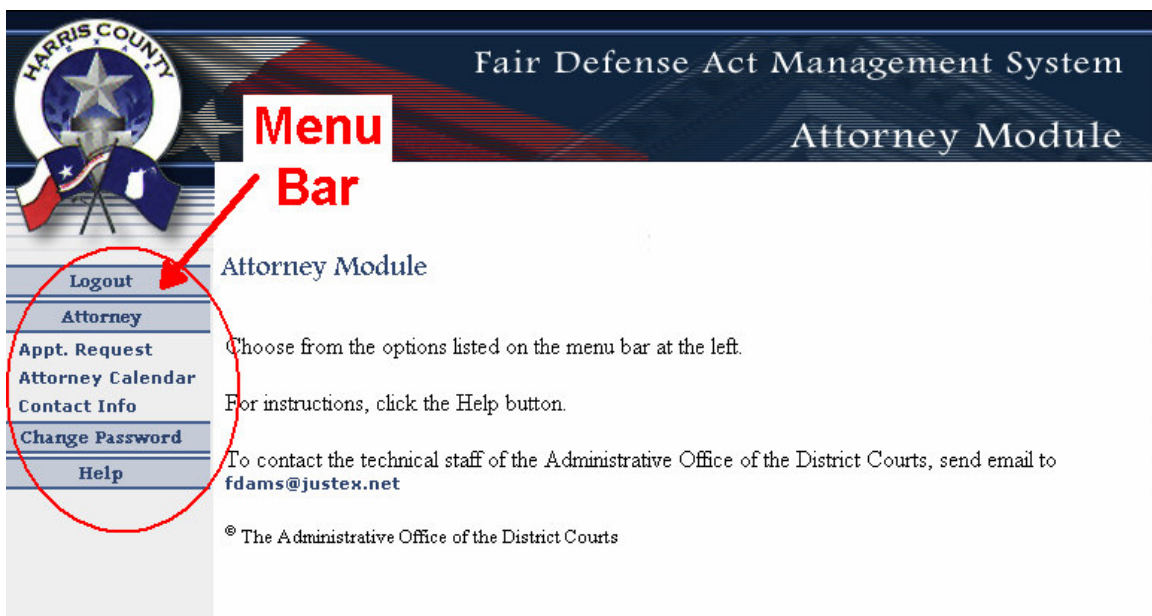
Appt. Request—Notify the courts regarding your availability for appointments.

Attorney Calendar—View requests or appointments and modify requests.

Contact Info—Update your personal information.

Change Password—Control your secure access to the system.

Help—View context-sensitive instructions for using system features.



Appointment Request

1. Select **Appt. Request** from the menu bar.
2. Click the check box(es) to indicate availability for **Individual Case Assignment**, **Limited Term Assignment** or both.
3. Enter an **Available From** date. Use the drop-down menus for month-date-year, or click on the calendar icon to use the Date Picker. If the calendar icon does not work, hold down the ALT key and the TAB key at the same time then release.



IMPORTANT: You can enter a range of days up to four weeks from that date 28 days from the current date).

4. Enter an **Available To** date. This can be the same as (or greater than) your **Available From** date.
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.)

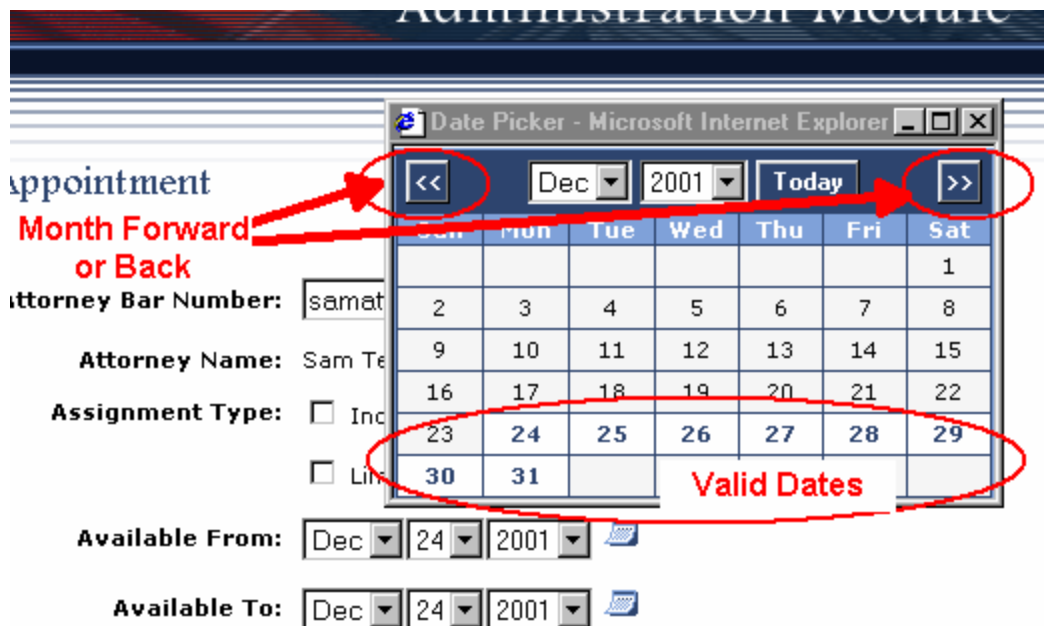
The screenshot shows the 'Request for Appointment' form in the Attorney Module. The sidebar menu on the left includes 'Logout', 'Attorney', 'Appt. Request' (highlighted with a red oval), 'Attorney Calendar', 'Contact Info', 'Change Password', and 'Help'. The main form area contains the following fields and options:

- Attorney Bar Number:** Attorney
- Attorney Name:** Sam Test
- Assignment Type:** Individual Case Assignment, Limited Term Assignment
- Available From:** Dec 24 2001 (with a red circle around the calendar icon and the label 'Date Picker')
- Available To:** Dec 24 2001
- Submit** button

Date Picker

The Date Picker is a tool to assist you in requesting valid availability dates. Clicking a calendar icon on the **Request for Appointment** 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 **Request for Appointment** 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 **Request for Appointment** screen.



Attorney Calendar

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

1. Select **Attorney Calendar** from the menu bar.
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. Use the drop-down list if you wish to limit the display. You may select to view only your requests or only court appointments. The default 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 **Request for Appointment** screen. You may then modify or delete the request.

HARRIS COUNTY
Fair Defense Act Management System
Attorney Module

Calendar of Assignments

Logout
Attorney
Appt. Request
Attorney Calendar
Contact Info
Change Password
Help

Select View
Select a Month: Jan 2002 Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 232nd Individual	3	4 Individual	5
6	7	8	9 Individual	10	11	12
13	14	15 Individual	16	17	18 Court Assignment	19
20	21	22	23	24	25	26
27	28	29	30 Pending Request	31		

Change Password

Your password is key to the confidentiality and security of the information you enter into the system. Passwords are “case sensitive,” meaning that capital and lower case letters are not the same. Your password may be up to ten (10) characters long. It may be any combination of alphabet letters (upper and lower case) and numbers (0 through 9).

1. Select **Change Password** from the menu bar.
2. Type your current password in the **Old password** box.
3. Type a password in the **New password** box.
4. Carefully retype the password in the **New password confirmation** box.
5. Type a password reminder in the **Password Hint** box (ex. “My dog’s name and my age when I broke my arm”). What you type here will display when you click the **Forgot Your Password?** button on the Login screen.
6. Click the **Submit** button.

The screenshot shows the 'Change Password' interface within the 'Fair Defense Act Management System Attorney Module'. On the left is a navigation menu with the following items: Logout, Attorney, Appt. Request, Attorney Calendar, Contact Info, Change Password (highlighted with a red circle), and Help. The main content area is titled 'Change Password' and includes the following fields and buttons:

- Login ID: Attorney
- Old password:
- New password:
- New password confirmation:
- Password Hint:
- Submit button

If you have trouble with your password:

1. Check the Caps Lock feature on your keyboard. You may be entering letters with the wrong case.
2. Type the password again SLOWLY.
3. Click the **Forgot your Password?** button to confirm that you are using the correct password.
4. If the problem persists, send an email to fdams@justex.net explaining the problem. The Central Appointment Coordinator will reset your password and respond after verifying your email address for authenticity.

Password Best Practices

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

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.
- If you wish to receive only appellate or capital cases – you need only enter your availability once. The dates you enter for the availability are negligible because the system does not take into consideration attorney availability for appellate or capital assignments. **YOU MUST ENTER YOUR AVAILABILITY AT LEAST ONCE TO BE CONSIDERED.**
- **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.**