



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 7.0 and above, Mozilla Firefox, or Safari), access the web site at <http://www.justex.net>. (Click on the **Fair Defense Act Management System** link on the right. Click **Log Into Fair Defense Act Management System** link from the next screen.) 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. Enter your **User Name** (complete bar number including any leading zeroes)
2. Enter your **Password**.
3. Click the **Login** Button.

Username:

Password:

You must be a registered user to access the system.  
For instructions, click the Help button on the left.  
Click [HERE](#) for the Criminal District Courts Standards and Procedures.  
Click [HERE](#) for the Juvenile District Courts Standards and Procedures.  
Click [HERE](#) for the appointment policies of individual Criminal District Courts.  
Click [HERE](#) for frequently asked questions: Suggestions and tips for using FDAMS.  
Click [Here](#) for the latest update information.  
To contact the technical staff of the Administrative Office of the District Courts, send email to [fdams@justex.net](mailto:fdams@justex.net).

*First time users: The confirmation letter you received notifying you of your eligibility to receive court appointments asked that you call the Central Appointment Coordinator (713-755-6575) to obtain an ID and temporary password. When you login for the first time, you will be presented with the Change Password screen (see below).*

## Change Password Screen



Harris County Fair Defense Act Management System

[Attorney]  
87654321  
[Log Out](#)

Change Password

Login ID: 87654321

Current (Temporary) Password:

New Password:

New Password Confirmation:

[Submit](#)

You are currently using a temporary password. Please change your password.

Enter your current (temporary) password in the **Current (Temporary) Password** box. For first time users, it will be the password given to you by the Central Appointment Coordinator. 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) and numbers (0 through 9). Note that passwords are “case sensitive,” meaning that capital letters and lower case letters are not the same. Retype your **new** password in the **New Password Confirmation** 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 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.

**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, enter your username then click the **Forgot Your Password** button.
  - a. You will be prompted to enter an 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 userid 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](mailto:fdams@justex.net) explaining the problem. The Central Appointment Coordinator will reset your password and respond after verifying your email address for authenticity.

**Please remember your password!**

If you do forget your password, click the **Forgot Your Password** button 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.



## 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.




The screenshot shows the login interface for the Fair Defense Act Management System. At the top, there is a header with the system name and a logo on the left. Below the header, the text "Welcome, please login" is displayed. On the left side, there is a login form with fields for "Username:" and "Password:", a "Login" button, a "Forgot Your Password?" link, and a "Help" button. To the right of the form, there is a list of links and instructions: "You must be a registered user to access the system.", "For instructions, click the Help button on the left.", "Click HERE for the Criminal District Courts Standards and Procedures.", "Click HERE for the Juvenile District Courts Standards and Procedures.", "Click HERE for the appointment policies of individual Criminal District Courts.", "Click HERE for frequently asked questions: Suggestions and tips for using FDAMS.", and "Click Here for the latest update information. To contact the technical staff of the Administrative Office of the District Courts, send email to [fdams@justex.net](mailto:fdams@justex.net)."

## 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](mailto: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.
4. You will be prompted to update your personal contact information at least twice a year.



[Attorney]  
87654321

**Log Out**

**Attorney**

Appt. Request  
Attorney Calendar  
Contact Info

**Change Password**

### Attorney Maintenance

**Bar Number:** 87654321

**SPN:**

**Name:** Test User1

**Mailing Address Street:** 1234 Any Street

**City:** MyCity

**State:** Tx

**Zip:** 77002

**Phone:** 7135555555

**Pager:** 7135555555

**Email:** myname@myemail.com

**Capital List:**

**Felony List:** ThirdDegree

**Juvenile List:**

**Appellate List:**

**Special Qualifications:** (English)

**Fax:** 7135555555

**Mobile:** 7135555555

**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 (3<sup>rd</sup> Floor of the Criminal Justice Center), the Auditor's office (1001 Preston 8<sup>th</sup> 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 calendar 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.)

The screenshot shows the 'Add a New Request for Appointment' form in the Fair Defense Act Management System. On the left is a navigation menu with options: Log Out, Attorney, Appt. Request, Attorney Calendar, Contact Info, and Change Password. The main form contains the following fields and options:

- Attorney Bar Number: 87654321
- Attorney Name: Test User1
- Assignment Type:  Individual Case Assignment,  Limited Term Assignment
- Available From: [Calendar Icon]
- Available To: [Calendar Icon]
- Submit button

A red circle highlights the calendar icons for 'Available From' and 'Available To', with a red arrow pointing to them from a box labeled 'Calendar Icons'.

For those attorneys approved to accept Delinquency Limited Term Assignments in the 314<sup>th</sup> Juvenile District Court, log into FDAMS and select both boxes to make yourself available for appointments in all the Juvenile Courts; or select only the Limited Term Assignment box to make yourself available exclusively for limited term juvenile appointments in the 314<sup>th</sup> District Court.



## 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.

The screenshot shows the 'Add a New Request for Appointment' form. The 'Available From' field is active, displaying a calendar for June 2012. The calendar grid shows dates from 27 to 7. The 'Date Picker' label points to the calendar grid. The left arrow is labeled 'Click here to scroll the month backward (June...May...)' and the right arrow is labeled 'Click here to scroll the month forward (June...July...)'.

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	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
1	2	3	4	5	6	7

Today: June 19, 2012

## 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 Test User1

June 2012				
				1
4	5	6	7	8
11 <b>174th - ICA</b> <b>1-Individual</b>	12	13	14	15
18	19	20	21	22
25	26	27	28	29



## **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](mailto:fdams@justex.net) explaining the problem. Give as much detail as possible including the exact date and time the problem occurred.**