

1.1 Welcome to your JP and Cdec handbook

This handbook is a guide for Justices of the Peace (Qualified) and Commissioners for Declarations. Both qualifications are referred to as JP and Cdec in this handbook.

Justice of the Peace (Qualified) has, at times, been abbreviated to JP and Commissioner for Declarations to Cdec. The term JP may also refer to any number of the separate JP positions listed in section 2.1.

Sections 1 to 4 are relevant to the duties being performed by both JPs and Cdecs. These chapters provide information on the administrative duties for both qualifications.

Sections 5 and 6 relate to the judicial duties of JPs only such as issuing summonses and warrants.

The handbook has been written to provide you with a clear understanding of what is expected of you in your role and a day-to-day reference to help you perform your duties responsibly, correctly and consistently.

You'll note there are other abbreviations used throughout the handbook. Each is defined the first time it is used and is also listed in the glossary in chapter 1.3.

How to use this handbook

The handbook describes your role in the community and then deals chapter by chapter with your duties, your special responsibilities and your conduct as a JP or Cdec.

Each of the chapters dealing with your duties is divided into:

‘What...?’ (giving a definition of the subject)

‘Why...?’ (explaining the reason or purpose)

‘How...?’ (explaining the procedure).

You'll also find sections on things to bear in mind, frequently asked questions and where to find more information.

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SECTION 4

Witnessing

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who can perform the duties in the section.

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