

1.2 Services for you

Justices of the Peace Branch

As regulator of the *Justices of the Peace and Commissioners for Declarations Act 1991*, the Justices of the Peace Branch (JP Branch) manages the application process for people seeking to be appointed as Justices of the Peace or Commissioners for Declarations throughout Queensland. Such appointments are then subject to the consideration of the Attorney-General and the Governor in Council.

The JP Branch is focused on compliance and support for all JPs and Cdecs and provides professional development and mentoring to enable this. It also administers the JPs in the Community program.

JP Branch provides best-practice witnessing procedures to all JPs and Cdecs. The branch is responsible for all official publications such as handbooks, technical bulletins, JP bulletins and other publications that assist JPs and Cdecs to provide a consistently high-quality service to the community.

JPs in the Community program

The JPs in the Community program was launched in 2003 for JPs and Cdecs to volunteer their services at community venues across the state.

JPs in the Community signing locations are at various venues throughout Queensland including major shopping centres, libraries, courthouses and universities.

Volunteers who participate in this program are covered by the Queensland Government's liability insurance. Additionally, the JP Branch supplies resources such as stamps, logbooks and other items needed to witness documents to the sites.

Professional development

JP Branch holds free workshops and seminars throughout the year to help JPs and Cdecs improve their knowledge and keep their skills up to date.

Professional development workshops are also available from membership associations. Please refer to the respective website for details.

www.qld.gov.au/jpprofessionaldevelopment

Mentoring

The JPs in the Community mentoring program is an initiative designed to assist newly appointed JPs and Cdecs and those who are re-entering the system or refreshing their knowledge. An experienced JP or Cdec will sit with you while you undertake your duties, providing you with one-on-one mentoring.

www.qld.gov.au/jpmentor

JP bulletin

The *JP Bulletin* is published every quarter. It informs JPs and Cdecs in Queensland about changes in legislation and witnessing procedures, provides information and alerts, and recognises the work you do for the community.

www.qld.gov.au/jpbulletin

Technical bulletin

Technical bulletins are released periodically in response to changes in JP and Cdec responsibilities or legislation. They are also published ad-hoc in response to changes in witnessing procedures, issues and other items such as reminders about specific responsibilities.

www.qld.gov.au/jptechnicalbulletin

JP mobile app

JP Branch has its own JP app. Through this free mobile app, anyone can access valuable information, including how to register for workshops, the JP and Cdec handbooks, and technical bulletins.

www.justice.qld.gov.au/jpapp

JP and Cdec merchandise

As a JP or Cdec, you need items that identify you so the public knows the important role you carry out in our community.

The seal of office stamp is licensed to the Queensland Government and is only available from JP Branch. Other merchandise and stamps are available from a variety of organisations including JP Branch and membership associations. Please refer to the respective websites for details.

www.qld.gov.au/jpshop

Update my JP or Cdec details

It is important you keep JP Branch up to date with your contact details. You can do this online.

Updating your details will mean JP Branch can keep you informed about dates and locations of professional development, updates related to your responsibilities, latest news and more.

www.qld.gov.au/updatejpdetails

Resign as a Cdec

If you are no longer able to be actively involved as a JP or Cdec due to time constraints, family commitments, illness or other reasons, you can advise us here.

www.qld.gov.au/resignjp

JP associations that offer membership

Several associations exist across Queensland to provide additional peer support, professional development and networking opportunities to JPs and Cdecs.

Membership is entirely optional. JP associations are run independently from the JP Branch and the Department of Justice and Attorney-General, and may charge for membership. Some associations offer stamps and other goods for members to purchase.

In many locations, members of associations support the volunteer JPs in the Community program by coordinating rosters, mentoring and disseminating information to volunteers. The JP Branch works closely with all JP associations to ensure best witnessing practice is maintained.