



# JP Newsletter

## Tips when witnessing documents

1. Have you checked what type of document it is?
  - a. Is it lawful?
  - b. Do you have the authority to witness it?
  - c. Do I have a personal or private interest that may conflict, or be perceived to conflict with my witnessing the document?
2. Does it have any special requirements (e.g. is more than one witness required)?
3. If it is an affidavit or statutory declaration, is it in the correct format?
  - a. If so, does it use the correct form of words?
4. Have you checked through the document for any alterations, spaces or omissions and ensured they are initialled by both the signatory and yourself?
5. Have you checked it for any unanswered questions and ensured that they are either crossed out or completed?
6. Is it to be signed on oath or affirmation or by declaration?
7. Is the signatory the person named in the document?
8. Is the date correct?
9. If applicable, have you checked the annexures and marked them properly?
10. Have you issued a warning about the importance of telling the truth?
11. Was the document signed in front of you?
12. Did you sign the document where required?
13. Have you entered the particulars into your logbook?
14. Did you keep a record of any additional information supplied?

## Approving sureties

When considering the approval of a surety, section 39 of the *Bail Act 1982* the approval officer needs to have regard to all matters which appear to be relevant to the approval of an application including:

The surety's ability to pay the amount which he/she may become liable to forfeit, without excessive hardship to the surety or his/her dependants. Particular care should be exercised when considering an application from a pensioner.

Importantly, the approving officer must not approve a surety from an applicant who appears to have diminished mental capacity or is suffering dementia.

For further information see Fact Sheet 6 'Form 8 – Surety Undertakings', posted on the website.

## Are your contact details correct?

To keep up to date with the latest information JPs are being asked to ensure the Department has their correct contact information.

To check whether your contact

details are correct, or need to be updated, please email your:

- name
- postal address
- email address

- home phone number
- mobile number

to email [jps@justice.wa.gov.au](mailto:jps@justice.wa.gov.au)

# JP training calendar

Date	Location	Topic	Contact	Phone	Email
5/9/16	Joondalup	Court Procedures	JP Training and Research Coordinator	9425 2525	jps@justice.wa.gov.au
7/9/16	Merredin	Court Procedures	Clerk of Court	9041 5266	merredincourt@justice.wa.gov.au
12/9/16	Bunbury	Court Procedures	Clerk of Court	9781 4212	bunburycourt@justice.wa.gov.au
8/10/16	Perth	Aboriginal Cross Cultural Awareness	JP Training and Research Coordinator	9425 2525	jps@justice.wa.gov.au
21/10/16	Kalgoorlie	Court Procedures	Clerk of Court	9090 5335	kalgoorlicourt@justice.wa.gov.au
19/11/16	Perth	Court Procedures	JP Training and Research Coordinator	9425 2525	jps@justice.wa.gov.au
25/11/16	Bunbury	Search Warrants, Witnessing Documents, Oaths and Affidavits	Clerk of Court	9781 4212	bunburycourt@justice.wa.gov.au

The JP training calendar is also available online at: [www.courts.dotag.wa.gov.au/\\_files/JP\\_Training\\_Calendar.pdf](http://www.courts.dotag.wa.gov.au/_files/JP_Training_Calendar.pdf)

## Did you know training modules are available online?

Have you considered online modules to assist in your on-going training to enhance your skills or to test and refresh your knowledge?

There are several modules delivered through the Central Institute of Technology on:

- VRO (court accreditation)
- Bail (court accreditation)
- Warrants (court accreditation)
- Traffic (court accreditation)
- Witnessing (for JPs engaged/interested participating in signing centres.)

- Sentencing
- Court Protocol

For more information please contact the JP Branch on 9425 2525.



## Urgent call for JPs at signing centres

Many JP signing centres are reporting significant shortages of JPs to assist with rosters.

If you are able to assist and volunteer at a signing centre please contact your nearest signing centre.

A list of signing centres is available at [www.courts.dotag.wa.gov.au](http://www.courts.dotag.wa.gov.au)