



JP Newsletter

Witnessing Documents for persons who are visually impaired, illiterate, mentally ill or who are non – English speaking

Procedure for affidavits or statutory declarations – visually impaired, illiterate or mentally ill people

If the person making an affidavit or statutory declaration is visually impaired or illiterate or mentally ill the JP must:

- Prior to administering the oath or affirmation or taking a declaration:
 - read the document aloud to the person, or
 - cause the document to be read aloud to the person in the JP's presence
 - be satisfied that the person understood what was read aloud.
- When witnessing the document certify on the document:
 - that the document was read aloud to the person; and

- that you are satisfied that the person understood what was read aloud.

Procedure for affidavits or statutory declarations – non-English speaking people

If the person making an affidavit or declaration is not sufficiently conversant with English to be able to make the affidavit or declaration in English, they may make the affidavit or declaration in another language.

The non-English affidavit or declaration is not admissible in a court or by a person acting judicially unless it is translated into written English.

The translator must complete an affidavit or declaration and the translated document must be attached to the original document.

In addition to the procedures

outlined in the JP Handbook, you must ensure that the translator makes an affidavit or declaration that:

- sets out their qualifications as a translator
- states that the English translation is accurate
- has both the English translation and original document attached to it.

It should be noted that the deponent can swear the affidavit in the language of their choice, which the translator will translate.

The affidavit, the translator's affidavit and the translation are filed together.

For further information on witnessing documents, please refer to the JP Handbook and Fact Sheets posted on the DotAG 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

JP training calendar

Date and Time	Location	Topic	Contact	Phone	Email
6 Apr 17 10am - 12.00 noon	Perth Court	EPA/EPG Office of the Public Advocate	JP Training & Research Coordinator	9425 2525	jps@justice.wa.gov.au
4 May 17 9am - 4pm	Manjimup Court	Court Procedures	Clerk of Court	9771 1316	manjimupcourt@justice.wa.gov.au
4 May 17 4.30pm - 6.30pm	Perth Court	Court Procedures	JP Training & Research Coordinator	9425 2525	jps@justice.wa.gov.au
29 May 17 1pm - 3pm	Central Institute of Technology	Witnessing Documents	JP Training & Research Coordinator	9425 2525	jps@justice.wa.gov.au
29 May 17 9am - 4pm	Kununurra Court	Court Procedures	Clerk of Court	9166 7100	kununurracourt@justice.wa.gov.au
31 May 17 9am - 4pm	Broome Court	Court Procedures	Clerk of Court	9192 1137	broomecourt@justice.wa.gov.au

The JP training calendar is also available online at: 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