

New Justices of the Peace online system

Frequently Asked Questions (FAQs) for current JPs

Upcoming changes to the Justices of the Peace online system

1. What is changing?

The Department of Justice is developing a new online system for managing Justice of the Peace (JP) appointments and reappointments. The new system will allow all NSW JPs to manage their reappointments completely online.

The new system is planned to launch in April 2019. The development of the new system will affect how you apply for JP reappointment going forward. In preparation for the new system, applications for reappointment will close from **5pm Friday, 11 January 2019 to Sunday, 31 March 2019**.

2. Why is the JP appointment system moving online?

The new online system is designed to make it easier and more efficient for JPs to:

- apply for reappointment as identification checks and declarations can be completed online. This will benefit JPs by reducing paperwork and preventing any delays from documents lost in the post.
- nominate the dates and times they are available, helping to reduce the number of unwanted calls or disruptions
- update their contact details, check their JP number and expiry date, and purchase items.

3. What will the changes mean for me?

The changes to the JP online system will affect how you apply for reappointment. From April 2019, paper applications for reappointment will no longer be accepted and all JP correspondence will be moving entirely online.

If your appointment expires between January and 30 April 2019 you will need to lodge your application before **Friday, 11 January 2019 (see question 8 below for more information)**.

Unless you submit a complete and correct application form by this date, your appointment may lapse and you will no longer be able to perform your JP functions.

Please note that any incomplete or incorrect applications will not be processed during this time, and you will be required to reapply from April 2019. If your appointment expires in this time, you will need to apply for appointment again when the new system launches in April, which will include obtaining a nomination from a NSW Member of Parliament and completing the JP Knowledge Test (see question 4 below for more information).

If your appointment expires in April 2019 or beyond you will need to complete your application for reappointment online using the new system. As part of the change, all current JPs

will need to successfully complete the JP Knowledge Test each time they apply for reappointment.

4. What is the JP Knowledge Test?

From April 2019, all current JPs will need to successfully complete a JP Knowledge Test before they can apply for reappointment. This will be the first step of the reappointment application process.

The online test focuses on the roles and responsibilities of a JP and is designed to make sure you understand how to perform your functions correctly. Everything you need to know to pass the test can be found in the JP Handbook. You can [download a free copy](#) or [buy a hard copy](#) from www.jp.nsw.gov.au

5. What do I need to do now?

Update your contact details. To ensure a smooth transition to the new system, you will need to supply an email address to Appointment Services before Saturday, 2 February 2019 by emailing jp@justice.nsw.gov.au.

Please also check, and if necessary, update your contact details with the Appointment Services team before Saturday, 2 February 2019. You can update your details by emailing jp@justice.nsw.gov.au or calling 02 8688 7487. If you are unsure of the contact information you have registered, please send the team an email with your current details.

If your appointment expires between January and 30 April 2019 you will need to lodge your reappointment application before **Friday, 11 January 2019 (see question 8 below for more information)**

6. I don't have an email address. Can the Department continue to post me any correspondence?

If you don't have an email address, you will need to create one as the reappointment application process and all JP correspondence will be moving entirely online from April 2019. There are a number of websites you can use to setup a free email account. If you are unsure how to create an email, we recommend asking a tech-savvy friend or family member for help. If you already have a personal email address and don't want to use this email, we recommend setting up a separate email address for any JP related correspondence.

If you share an email address with a family member or friend who is also a JP, you will need to register for the new system using separate email addresses. The new online system will only accept a unique email address during the registration process.

7. Will I have to pay a fee to remain a NSW JP?

No, the Department does not charge a fee to remain or become a NSW JP.

Applying for reappointment

8. My JP appointment is due to expire in 2019. How can I apply for JP reappointment?

If your term expires between January and 30 April 2019 and you would like to continue as a JP during this time, you will need to complete and submit a reappointment application form before Friday, 11 January 2019.

If your term expires after 1 May 2019, you have the option to complete your reappointment form before Friday, 11 January 2019 or apply using the new online system from April 2019.

[Reappointment forms](#) can be found online at www.jp.nsw.gov.au. To lodge your application form, you can either:

- Submit a copy online at <https://jp.lawlink.nsw.gov.au/public/startReappointment.do> (note this option is not available if your JP registration is between 100501 and 134810)
- Email a copy to jp@justice.nsw.gov.au
- Mail a printed copy to:
Appointment Services
GPO Box 6
Sydney NSW 2001

If mailing your application form, please allow adequate postage time as your form must be received by the Department of Justice before Friday, 11 January 2019.

If your term expires after Monday, 1 April 2019, and you do not apply for reappointment before Friday, 11 January, 2019 you will have to apply for reappointment using the new online system. As part of this process, you will be required to successfully complete the JP Knowledge Test.

9. Can I still submit a paper reappointment application form when the new system is launched in April 2019?

No, the Appointment Services team will not be accepting paper application forms for appointment or reappointment after Friday, 11 January 2019. All applications will need to be made online when the new system launches in April 2019.

10. I'm experiencing difficulties using the current online reappointment system. How else can I apply for reappointment?

If you are experiencing problems using the online reappointment system, please download a copy of the [reappointment form](#) and return the completed form via email to jp@justice.nsw.gov.au. For further support, please call the JP Infoline on 02 8688 7487.

If your JP registration number is between 100501 and 134810, you will need to download and email your completed reappointment form to jp@justice.nsw.gov.au. Alternatively, you can post a copy to:

Appointment Services
NSW Department of Justice
GPO Box 6
Sydney NSW 2001

11. What will happen if I don't submit my application for reappointment before Friday, 11 January 2019?

If your term expires between January and 30 April 2019 and you do not submit an application for reappointment before Friday, 11 January 2019, your appointment will automatically lapse and you will not be able to perform JP functions.

If your appointment lapses and you would like to continue as a JP, you will need to register for the new online system and submit an appointment application after it launches in April 2019. Before you can apply, you will be required to successfully complete the JP Knowledge Test. This is a new step in the application process.

12. How can I find out when my JP appointment expires?

If you are unsure of your appointment expiry date, please contact Appointment Services via:

- Email: jp@justice.nsw.gov.au
- Phone: 02 8688 7487 (9am-5pm Monday to Friday)
- Post: Appointment Services
NSW Department of Justice
GPO Box 6
Sydney NSW 2001

Features of the new online system

13. Can I update my personal details on the new JP system?

Yes, all JPs will be able to check and update their contact and Public Register details using the new online system.

14. Will I be able to check the expiry date of my appointment on the new system?

Yes, you will be able to check the lapse date of your appointment using the new online system.

15. Will the details on the Public Register include the availability of JPs?

Yes, JPs will be able to enter their availability. This can be viewed by anyone seeking the services of a NSW JP.

16. Will I continue to receive reminders when my appointment is due to lapse?

Yes, the department will send email reminders inviting JPs to apply for reappointment within the year before their lapse date. Please note, reminders will no longer be sent via post from Friday, 11 January 2019.

17. Will my JP registration number change when the new system is launched?

No, your NSW JP number will remain the same when the online system launches.

18. Will the Department continue to issue newsletters?

Yes, regular newsletters will be sent to all JPs via email.

For more information

Visit the website at
www.jp.nsw.gov.au

Email
jp@justice.nsw.gov.au

Write to
Appointment Services
NSW Department of Justice
GPO Box 6
Sydney NSW 2001

Call the JP Infoline
02 8688 7487
(9am-5pm Monday to Friday)