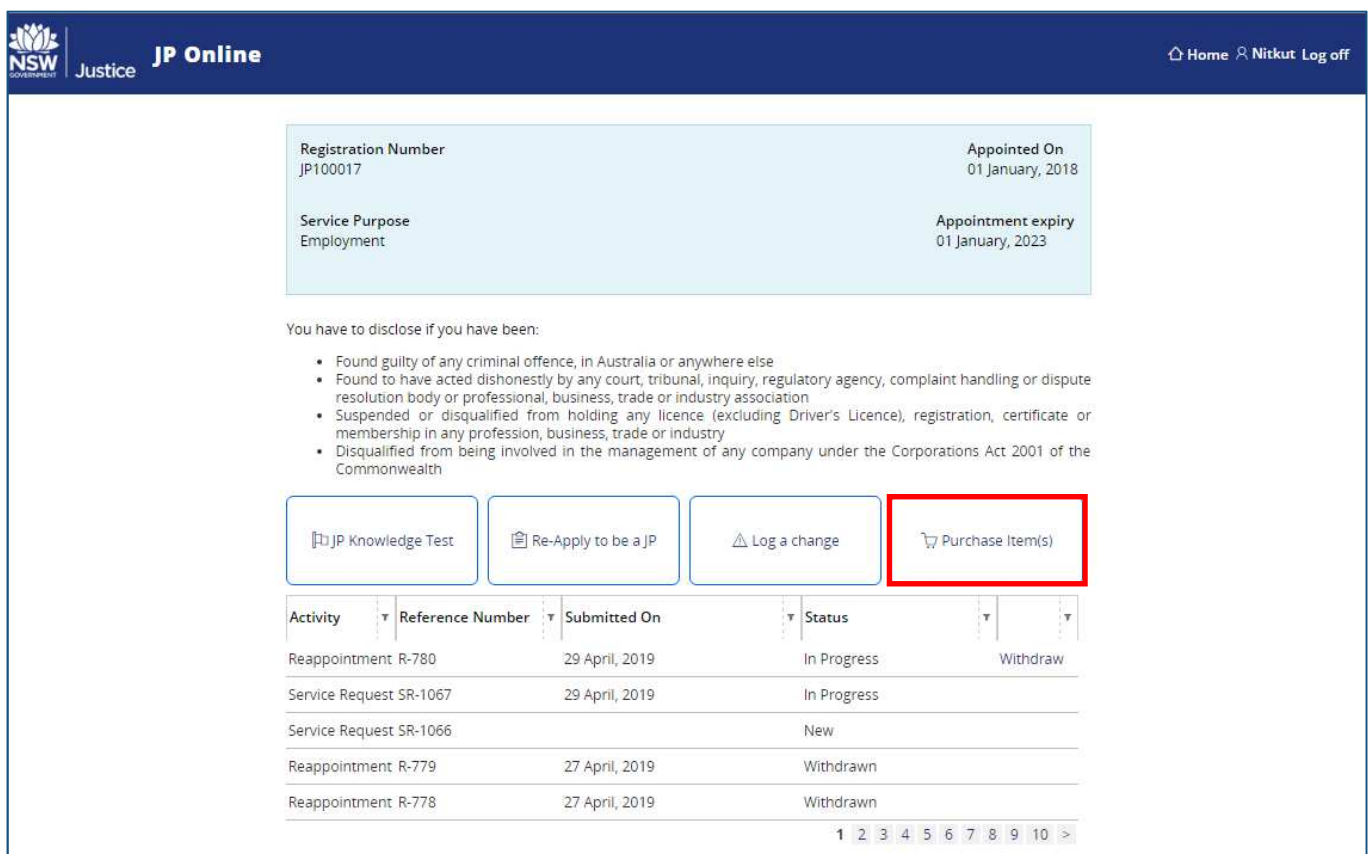


JP Online – order a product

Follow the steps below to purchase a Justice of the Peace Handbook or Certificate of Appointment using JP Online.

Step 1: log in

Go to JP Online and log in to your account. Select **Purchase Item(s)** from the homepage.



The screenshot shows the JP Online user interface. At the top left is the NSW Government logo and 'Justice JP Online'. At the top right are links for 'Home', 'Nikut', and 'Log off'. The main content area displays account information:

- Registration Number: JP100017
- Appointed On: 01 January, 2018
- Service Purpose: Employment
- Appointment expiry: 01 January, 2023

Below this is a disclosure section: "You have to disclose if you have been:" followed by a list of conditions:

- Found guilty of any criminal offence, in Australia or anywhere else
- Found to have acted dishonestly by any court, tribunal, inquiry, regulatory agency, complaint handling or dispute resolution body or professional, business, trade or industry association
- Suspended or disqualified from holding any licence (excluding Driver's Licence), registration, certificate or membership in any profession, business, trade or industry
- Disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth

Below the disclosure is a row of four buttons: "JP Knowledge Test", "Re-Apply to be a JP", "Log a change", and "Purchase Item(s)". The "Purchase Item(s)" button is highlighted with a red border.

At the bottom is a table of activities:

Activity	Reference Number	Submitted On	Status	
Reappointment	R-780	29 April, 2019	In Progress	Withdraw
Service Request	SR-1067	29 April, 2019	In Progress	
Service Request	SR-1066		New	
Reappointment	R-779	27 April, 2019	Withdrawn	
Reappointment	R-778	27 April, 2019	Withdrawn	

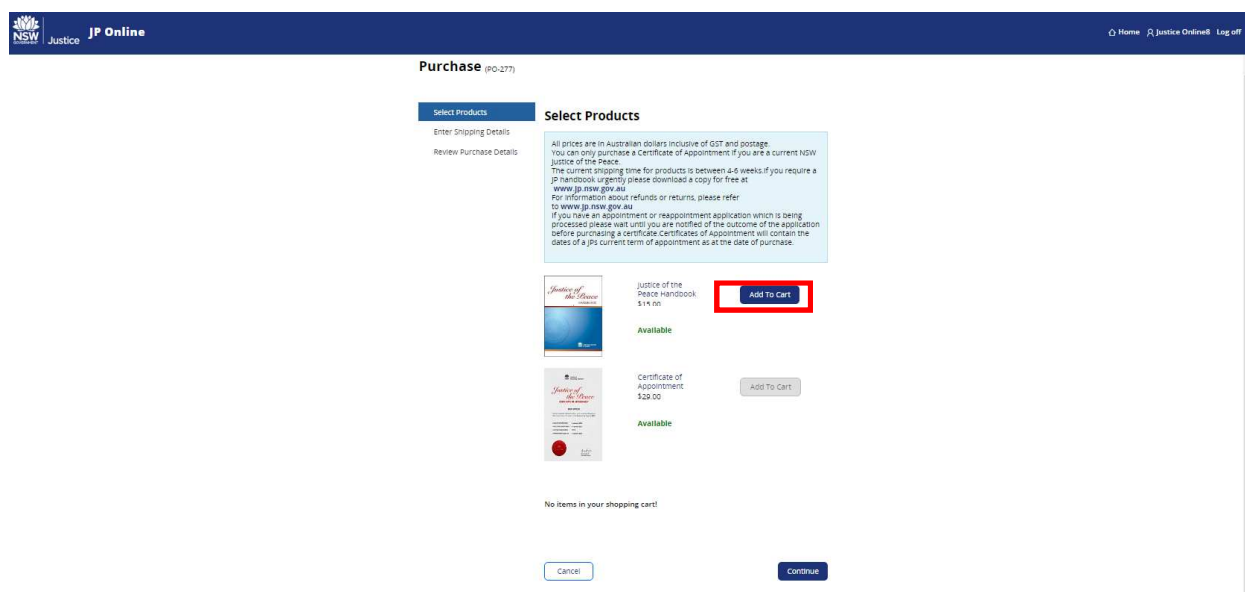
At the bottom right of the table is a pagination control: 1 2 3 4 5 6 7 8 9 10 >

Step 2: add products to cart

Select **Add to cart** to purchase a handbook or certificate.

The JP Certificate is only available to purchase if you are an appointed JP.

Certificates are processed at the time they are received and will contain the dates of a JPs current term of office as at the date of purchase. JPs who have a reappointment application which is being processed should wait until you are notified of the outcome of the application before purchasing a certificate.





Purchase (PO-277)

Select Products

Enter Shipping Details
Review Purchase Details

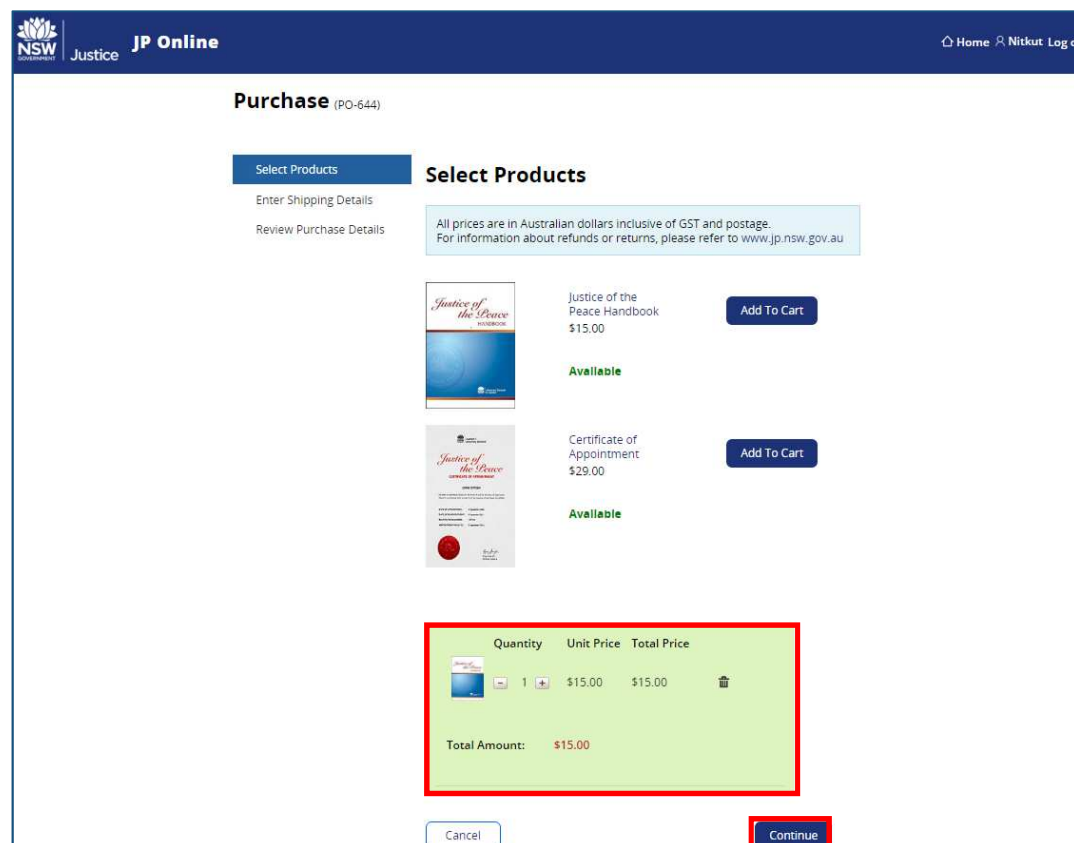
All prices are in Australian dollars inclusive of GST and postage.
You can only purchase a Certificate of Appointment if you are a current NSW Justice of the Peace.
The current shipping time for products is between 4-6 weeks if you require a JP handbook urgently please download a copy for free at www.jp.nsw.gov.au
For information about refunds or returns, please refer to www.jp.nsw.gov.au
If you have an appointment or reappointment application which is being processed please wait until you are notified of the outcome of the application before purchasing a certificate. Certificates of Appointment will contain the dates of a JP's current term of appointment as at the date of purchase.

	Justice of the Peace Handbook \$14.00	Add To Cart
Available		
	Certificate of Appointment \$28.00	Add To Cart
Available		

No items in your shopping cart!

Cancel Continue

Your shopping cart will display and show the total amount owing including GST and postage. Select **Continue**.

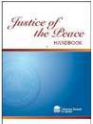



Purchase (PO-644)

Select Products

Enter Shipping Details
Review Purchase Details

All prices are in Australian dollars inclusive of GST and postage.
For information about refunds or returns, please refer to www.jp.nsw.gov.au

	Justice of the Peace Handbook \$15.00	Add To Cart
Available		
	Certificate of Appointment \$29.00	Add To Cart
Available		

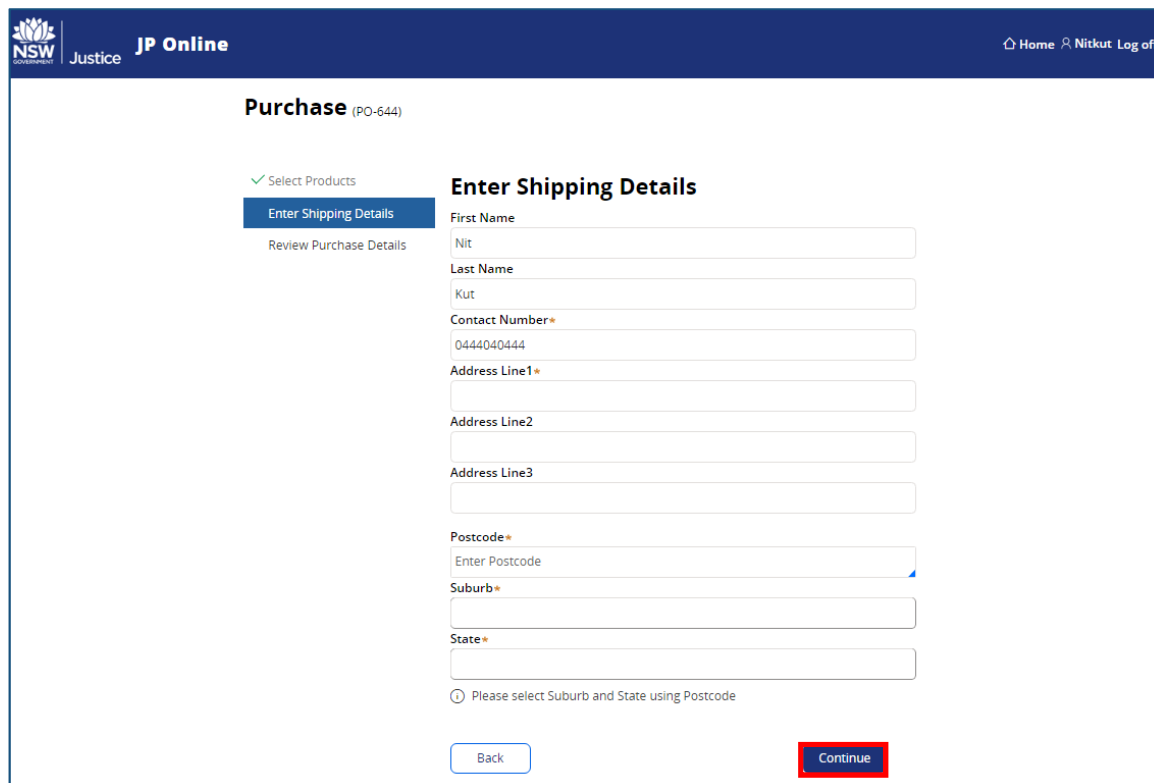
Quantity	Unit Price	Total Price
1	\$15.00	\$15.00
Total Amount:		\$15.00

Cancel **Continue**

Step 3: enter your shipping details

Enter your shipping details.

When entering your postcode, a list will display. Select your postcode from the list to fill the Suburb and State fields. Then, select **Continue**.




The screenshot shows the 'Purchase (PO-644)' page in the 'JP Online' system. The page has a dark blue header with the NSW Government logo and 'Justice JP Online' on the left, and 'Home Nitkut Log off' on the right. The main content area is white and contains a navigation menu on the left with three items: 'Select Products' (with a green checkmark), 'Enter Shipping Details' (highlighted in blue), and 'Review Purchase Details'. The 'Enter Shipping Details' section is titled 'Enter Shipping Details' and contains the following fields: 'First Name' (with 'Nit' entered), 'Last Name' (with 'Kut' entered), 'Contact Number*' (with '0444040444' entered), 'Address Line1*' (empty), 'Address Line2' (empty), 'Address Line3' (empty), 'Postcode*' (with 'Enter Postcode' as a placeholder), 'Suburb*' (empty), and 'State*' (empty). Below the 'Postcode*' field, there is a note: 'Please select Suburb and State using Postcode'. At the bottom of the form, there are two buttons: 'Back' and 'Continue' (which is highlighted with a red border).

Step 4: review your order

Review your order details then select **Continue**.

Select **Back** to change your order or shipping details.

 Justice **JP Online**


Purchase (PO-277)

✓ Select Products
✓ Enter Shipping Details

Review Purchase Details

Review Purchase Details

Products

Product Name	Quantity	Unit Price	Total Price
Justice of the Peace Handbook 	1	\$15.00	\$15.00

Total Amount: **\$15.00**

All prices are in Australian dollars inclusive of GST and postage.
The current shipping time for products is between 4-6 weeks. If you require a JP handbook urgently please download a copy for free at www.jp.nsw.gov.au
For information about refunds or returns, please refer to www.jp.nsw.gov.au
If you have an appointment or reappointment application which is being processed please wait until you are notified of the outcome of the application before purchasing a certificate. Certificates of Appointment will contain the dates of a JP's current term of appointment as at the date of purchase.

Delivery Address

Stephen Hyde
01233456
50 Phillip Street, SYDNEY, NSW, 2000

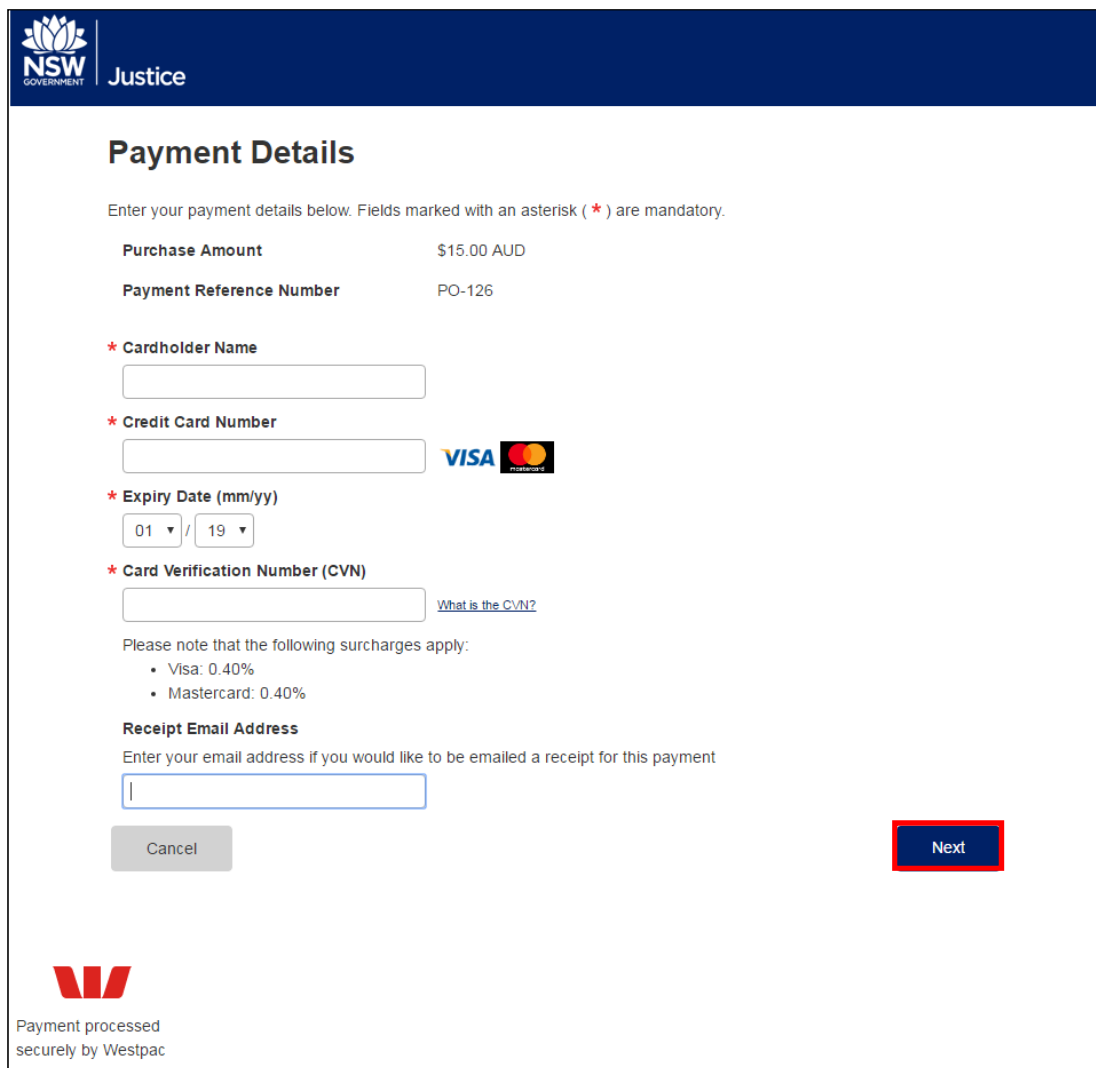
Step 5: payment

Select either **Credit/Debit Card** or **BPAY** to choose your payment method. Then, select **Continue**.




Step 5a: credit/debit card payment

To pay using a credit/debit card, enter your card details then select **Next**.



Review your payment details then enter the verification code. You will need to accept the surcharge to complete payment using a credit/debit card. Then, select **Confirm**.


 **Justice**

Confirmation


Please confirm your payment details. Fields marked with an asterisk (*) are mandatory.

Purchase Amount	\$15.00 AUD
Surcharge Amount	\$0.06 AUD
Total Amount	\$15.06 AUD
Payment Reference Number	PO-126
Cardholder Name	TEST
Credit Card Number	424242...242
Expiry Date	06/23

*** Verification Code**
Enter the verification code below:




I accept the surcharge of \$0.06 AUD.


Payment processed securely by Westpac

Select **Finish** to complete your purchase. A message confirming your payment will display on the next screen.

You can also print or email yourself a copy of the receipt.

 **Justice**

Payment Receipt

Status	Approved
Receipt Number	1039730358
Date	01 Apr 2019 11:14 AEDT
Purchase Amount	\$15.00 AUD
Surcharge Amount	\$0.06 AUD
Total Amount	\$15.06 AUD
Payment Reference Number	PO-126
Cardholder Name	TEST
Credit Card Number	424242...242
Expiry Date	06/23


Send Receipt Email To

Step 5b: BPAY payment

If you are paying using BPAY, the BPAY advice will display. Select **Confirm** to send a copy of the payment advice to your registered email address.


A message to confirm that your order has been placed will display on the next screen.

You will be emailed a tax invoice once payment has been received.

 **Justice JP Online** Home Nitkut Log off

Purchase (PO-644) Refresh Close

BPAY Invoice Payment


 **Justice**

Department of Justice
ABN 11 005 693 553
GPO Box 6
Sydney NSW 2001
www.jp.nsw.gov.au

BPAY Advice

Transaction ID	BPTRN250
Payment Reference	PO-644
Amount Due	\$15.00
Payment Due Date	29 May, 2019

Please take note of the BPAY information below and contact your Bank or Financial institution to make a payment

 **Billers Code: 286492**
Ref: 89435P233486289

Telephone & Internet Banking – BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit card or transaction account. More info: www.bpay.com.au

Any payment must be for the exact amount of this invoice and be made by the due date. Otherwise, any amount paid will not be accepted and will be returned.

Additional Information
Should you have any enquiries, please email us via jp@justice.nsw.gov.au and a representative will be happy to assist you.

BackConfirm

Step 6: Confirm order has been successfully placed

You will see this screen once your order has been successfully placed. If you do not see this screen please contact us so we can finalise your order on your behalf.


Justice JP Online

[Home](#)
[Justice Online8](#)
[Log off](#)

Purchase (PO-277) Close

Your purchase order is now successfully placed.

Will let you know once the shipping of this purchase has been initiated.

If you have any questions about your recent purchase please email jp@justice.nsw.gov.au

The current shipping time for products is between 4-6 weeks. If you require a JP handbook urgently please download a copy for free at www.jp.nsw.gov.au


For information about refunds or returns, please refer to www.jp.nsw.gov.au

If you have an appointment or reappointment application which is being processed please wait until you are notified of the outcome of the application before purchasing a certificate. Certificates of Appointment will contain the dates of a JPs current term of appointment as at the date of purchase.

Thank you
JP Appointment Services
Department of Justice

Step 7: Log off

Select **Log off** when you have finished to keep your account secure.


Justice JP Online

[Home](#)
[Nikut](#)
Log off

Registration Number JP100017	Appointed On 01 January, 2018
Service Purpose Employment	Appointment expiry 01 January, 2023

You have to disclose if you have been:

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- Found to have acted dishonestly by any court, tribunal, inquiry, regulatory agency, complaint handling or dispute resolution body or professional, business, trade or industry association
- Suspended or disqualified from holding any licence (excluding Driver's Licence), registration, certificate or membership in any profession, business, trade or industry
- Disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth

JP Knowledge Test

Re-Apply to be a JP

Log a change

Purchase Item(s)

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Service Request	SR-1066		New	
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Reappointment	R-778	27 April, 2019	Withdrawn	

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This user guide was last updated on 21 November 2019

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 Communities and Justice
Sydney NSW 2001**

Call the JP Infoline
02 8688 7487