



Justice Pieces

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1. From the President

Kia ora koutou

It has been a great pleasure to see the rollout of the Te Ao Māori workshop which has seen over 20% of our membership attend and engage. Feedback has been overwhelmingly positive. Thank you to Helen Climo and Carolyn Marshall for this work with our providers. We also have 36 JPs signed up to the Groundworks Tiriti training, which is an online package.

Deirdre Dale JP kindly arranged for me to meet the Ngāti Toa Kaumatua Council. I was able to explain the process to become a JP and handed out 15 Nomination Forms and the how-to leaflets. I was also able to explain the steps we were taking to be more inclusive, including the training and enabling the taking of Statutory Declarations and Affidavits in Te Reo Māori.

It was good to see a late flurry of nomination forms to become a JP with 8 interviews conducted and all but one very strong candidates with ages ranging from 34 to 71. There is now a moratorium on the new JP process due to the conventions around the election.

Changes in the National Office of the Royal Federation: Tony Pugh, the National Manager and one of our members, is taking a long leave to 20th November and we wish him all the best for a great holiday. Katie, the Administrator, is moving to a new job and Simone Baxter is returning part time to help.

I hope everyone is keeping safe, warm and dry as I indulge in a lot of movies for the NZ International Film Festival.

Ngā manaakitanga

Ann Clark JP



2. Emerging Insights from the Te Ao Māori Workshops

The Introduction to Te Ao Māori workshops so far is surfacing a range of issues that may be barriers for Māori (and of course others as well) engaging with the justice system in general and JPs in particular – some are behavioural (yes – by JPs), some are a consequence of previous disadvantage, and some are historical or systemic.

Here are just a few brief examples:

"A lot of forms (and the language we use) are very technical, formal and use traditional / obscure language e.g.: "abode" – they are offputting and require a very high literacy level. This can raise the stress level for people."

"When there is a line of people waiting at the service desk, and not enough time to see them all, the JP can become stressed and it certainly doesn't allow time for chitchat or establishing a rapport. The client picks up on the JP's stress as well. In that situation they will typically close down and go very quiet."

"When your name is repeatedly mispronounced, it's very off-putting."

"Just the name: 'Justice of the Peace' can invoke fear in anyone whose whānau have had a brush with the New Zealand justice system."



"Te Reo is an oral language. Pronounce what you hear, not what you read."

During the workshops, the JPs were brainstorming possible resolutions for the barriers to communication. Some issues are systemic and need to be dealt with at regional or even national level.

But all JPs can help to defuse the stress by being welcoming, inclusive and sensitive to the needs of clients. Getting Te Reo pronunciation right is a necessary foundation for a better relationship.

Here are quotes from some of the evaluations:

- *I thought the ideas on being conscious about barriers to connection were very helpful, and apply, of course, to all our clients, but it was timely and pertinent information. I also liked the idea of using tikanga (ours) as a way of helping explain the formality of the way we have to do some things.*
- *The content of the workshop was excellent, well explained and easy to understand especially the pronunciation and meanings of words and phrases.*
- *Definitely greeting in Te Reo, I think, making that a part of my usual greeting would be a good idea. And being aware that clients may be apprehensive or stressed, so doing whatever I can to ease that for them.*
- *I feel I have been given permission to use Te Reo and will feel more confident to do so, despite being a multi-generational pakeha.*

We will repeat the workshops later in spring and we are planning a follow-up workshop on Tikanga and Māori values and principles for those who have already attended the first workshop. We also have available online training on te Tiriti by Groundworks. If you would like a login to this course, please email Helen Climo: ahclimo@gmail.com.

3. Elections Roles for Justices of the Peace



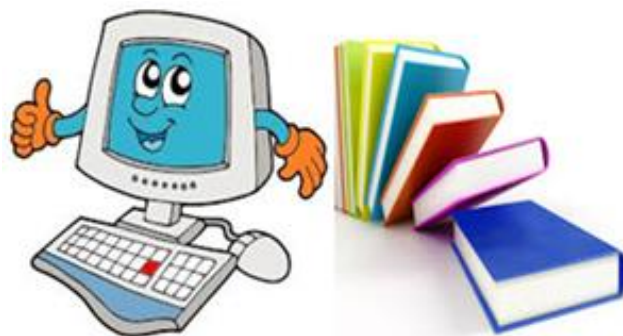
When there is an election, there are opportunities for Justices of the Peace. We have advised all five electorates to contact the Registrar if they need any JP support. Should the Registrar get any requests, she will contact JPs in the relevant electorate. The Count will be in Christchurch as before. Roles will be only local such as visiting Rest Homes or Retirement Villages to support the voting process. If you are employed in the election process, you cannot undertake JP duties on the election. See [information](#) from the 2020 General Election.

4. Ministerial Professional Development

Thank you to everyone who attended our first two trainings on Anti Money Laundering and Countering Financing of Terrorism (AML-CFT).

Our last training on AML-CFT will be held in Kapiti. Details are set out below. We look forward to seeing you.

A reminder to you that the Justice Quarterly magazine, which is issued by the JP Federation has Education pages on various topics. Please make a point of reading these, as they do contain valuable information for JPs.



Any questions or clarification on any of the topics we discussed, or any suggestions for training topics are always welcome. Please don't hesitate to contact Carolyn by email: carolyn.marshall@outlook.co.nz.

Training Topic: *A Review of AML-CFT*

Saturday 12 August	9:30 to 11:30 am	Waikanae Community Centre, 28-32 Utauta Street, Waikanae
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Training Topic: *Marriage Dissolution*

Saturday 9 September	9:30 to 11:30 am	Wellington Bridge Club, 17 Tinakori Road, Wellington
Tuesday 10 October	5:15 to 7:00 pm	Wellington Bridge Club, 17 Tinakori Road, Wellington
Saturday 25 November	9:30 to 11:30 am	Waikanae Community Centre, 28-32 Utauta Street, Waikanae

5. Signing Conventions and Use of 'JP'

The use of 'JP' after your name has been a hot topic recently. Many people have an auto signature for emails and that includes 'JP' after their name. The [Manual](#) provides very clear guidance on the use of 'JP' after your name in Section 11.9. The letters 'JP' can be used after your name in social correspondence in connection with social matters, but must not be used for advancing trade, professional or business interests or to gain an advantage or priority or imply superiority. In the election 'JP' can be used in the biography, but it must not be used in any public notices or hoardings.

So please review your stamps and email signoffs, and if they include your profession such as Funeral Director, Real Estate Agent, Banker or Constable, please change them. These are less likely to be an earner but imply superiority. Body Corporate Chair, community representative, Member of Older Persons Council are all recent examples and are not appropriate.

6. Recording Training Attendance

It has become apparent that clarification is needed on the Professional Development attendance recording. At training events, we have an attendance register and we ask you to sign in. This information is used by the Association for our records and for producing reports. If you should forget your last training date, you can ask the Registrar who will be able to look this information up for you.

In addition to signing in at training events, you are also asked to record your attendance in the Royal Federation website. You can do this by logging in, going to My Profile, scrolling down to Education Session and clicking on the calendar, selecting the date you attended the Ministerial Training, then scrolling down to the bottom and selecting submit.

The attendance record on the Federation website is used along with the results of your online Accreditation test to determine if you are Accredited and your Accreditation expiry date. You can check if you are accredited if you use "Find a JP" on the Federation website and search for your own name. If you are accredited, there will be a green tick next to your name on the website. You can check your Accreditation Expiry Date on your Profile page on the Federation website.

We urge all JPs to be accredited and renew their accreditation if it expires so they are able to provide the best possible service to our clients, and we remind you that all JPs working on Service Desks must be accredited.

7. Taking Affidavits

Here are the identified usual problems when taking affidavits:

- the confusion of whether the deponent is to swear or affirm the affidavit,
- referenced attachments not having an annexure / exhibit note put on,
- no initials next to alterations,
- no initials at the bottom right-hand corner of all pages of the affidavit,
- crossing off severally and adding in singularly,
- obliterating text of Exhibit / Annexure with the certified copy and the exhibit stamp,
- failing to put JP name legibly - just an illegible signature.

The consequences are a total re-work with already stressed deponents being further stressed and especially when getting work half completed having to say it will need to be done again as there is a fundamental flaw.

Please review the affidavit if it is being used in a NZ Court (after identifying your client). Wording is in your [Manual](#) and your [Aide Memoire](#).

- Review content.
- Confirm all attachments referred to have a letter (A B C) or number(1 2 3) and are present and single-sided.
- Check if any need to be certified as true copies.
- Put deponent's and your initials next to every alteration and at the bottom right-hand corner of the affidavit except the signature page.
- Put an exhibit note on every exhibit ensuring it does not obliterate key text and give it the matching letter or number (you can put it on the reverse of the page if necessary) as Affirmed or Sworn.
- Take the affidavit making sure whether the deponent is to swear or affirm (crossing out the one not used) and get it signed by the deponent.
- You sign, date and put down the place name which is the city (e.g.: Wellington) - not CAB or Te Awe Library.
- If you are not using a stamp with your name on it, print your name and add JP.
- Cross out any roles that do not apply to you.
- Sign the document.
- Check everything is done and complete before handing back.

8. Identifying Clients Who Don't Have a Photo ID

It is quick and easy to ask for a photo ID with signature on to identify a client and often that request works. However for some clients, it does not work as they either have not brought it or don't have one. If they do not have one, we can offer to help them create one and the [information](#) relating to that is on our website (www.jpwellington.org.nz) in the member's section. Or we can simply use other means to identify them. Section 2.3 of the [Manual](#) states that JPs are expected to take reasonable steps to assure ourselves of the identity of the client so it could be a mixture of cards like a SuperGold card with photo or a credit card with name, or ask questions about them such as name, address, occupation. Our questions should not be intrusive, and it is not acceptable to deny service if they have no photo ID with signature on.



If an agency requires us to see photo ID and it is not available or the client doesn't have one, consider a Statutory Declaration. It is up to the client to establish with the agency if a Statutory Declaration is acceptable.

9. How You Can Help Clients When You Can't Provide a Service

It is not always convenient to see a client at their requested time. The best practice is to ensure that you provide the client with an alternative. Advising of the nearest Service Desk and their hours or providing the web address (www.jpwellington.org.nz) for all our Service Desks to the client often sorts the problem.

Remember that some clients find using the search engine on the Royal Federation difficult and bear in mind that the client may be a bit frustrated if they have tried unsuccessfully to make an appointment with many JPs before you. Accessibility is an issue for some people and checking any requirements before making an appointment can be useful.

10. Your Own Record-Keeping

The JP [Manual](#) (Section 9.8) contains guidance on the practice of record-keeping as a JP. The information you keep is subject to the Privacy Act, so keep these points in mind:

- Please do not keep copies of documents you have signed for clients.
- Please do not photocopy their ID and keep that.
- Please do not record their phone number in your book and do not record the agency it is going to.

You ONLY record the location, date, time, the name of the person and the service provided, e.g.: 1 SD 1 AFF 3 Cert 3 Elec Cert.

These records should only be kept for a short period and then destroyed (6 months is suggested).

11. Declaring JP Status in Contents Insurance

Have you ever thought to declare your JP status for your contents insurance that you have people visiting your home for JP services? When renewing contents insurance recently, reading the small print has brought upon the advice that you have an obligation to tell the insurance company if your home is used for any other purpose than residential such as activities connected with your occupation or business. On enquiry, occupation includes being a Justice of the Peace seeing people at home. That risk is now recorded although it has no premium impact.

12. Kainga Ora Forms

We recently highlighted the need for Exhibit Notes on the Kainga Ora forms. We have now discovered that they want **all pages** of an electronic copy certified. Our usual practice for electronic copies is to certify a document comprising four or however many pages but for Kainga Ora we need to certify every page of the E copy.

13. Immigration and KiwiSaver Withdrawal Statutory Declarations



These documents both have many pages. There is no need to initial all pages. You just take the Statutory Declaration in the usual way and sign, date, name and stamp. Even though the Statutory Declaration is embedded in the form, the Declaration bit starts with I, name, of, and occupation and is followed by various words and concludes with standard Statutory Declaration legislative reference and place for each to sign, client to date and JP to sign and date and where it is taken. The rest of the stuff on pages before and after this chunk is not something you need to consider.

14. Our Newest Judicial Justices & 2024 Judicial Studies Course

Andrew Melville, Brad Olsen and Steve Haddock are our most recently appointed Judicial Justices and were presented by the Court Panel Manager, Caroline Ludford, with the certificates from Chief District Court Judge approving them to carry out Judicial Justice functions.

Welcome to the Judicial Justices panel!



The 2024 Judicial Studies Course will commence on Monday 1st April 2024. Applications for the course are due by Monday 4th December 2023. If anyone is thinking of becoming a Judicial Justice, please contact the Court Panel Manager, Caroline Ludford: caroline_ludford@hotmail.com for further information.

15. Our Newest Justice of the Peace



Nic Richards, former Principal of Naenae College, was sworn in on 15th June by Judge Hobbs at Wellington District Court.

Nic has moved to the West Coast and we wish him all the best for his new role there.



16. Long Services

Jude Bismark receiving her certificate of achievement from the Royal Federation and a small token of appreciation from the Wellington Association for 30 years' service.

