



Justice Pieces

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1. From the President

Kia ora koutou,

Recently, I drove through to Cambridge and was surprised at the amount of roadworks being carried out on SH1, and the number of detours that I needed to take. However, nothing compares to the sight of Ruapehu, Ngaruahoe and Tongariro in the sunlight along the Desert Road.

Don't forget our AGM on 2 November 2024 at Whitireia, Porirua, starting at 9:30am. Our Guest Speaker is retired District Court Judge Pat Grace who is going to talk to us on dealing with intimidating and abusive clients as well as some de-escalating techniques. More information will be sent out soon.

Our Treasurer, Tyler Dunkel, has resigned due to personal circumstances, and this has created vacancy for someone with a financial background, who would be interested in picking up this role. You will find more information inside this issue of Justice Pieces.

Noho ora mai

Carolyn Marshall



2. Professional Development

The Ministerial Professional Development Trainings for the remainder of 2024 are detailed below:

MARRIAGE DISSOLUTION WORKSHOPS

15 October 2024	Wellington District Court	5:15pm – 6:45pm
16 November 2024	Waikanae Community Centre	9:30am - 11:30am

Two workshops for accreditation have recently been held - one in Kapiti and one in Wellington. We plan to hold more of these workshops in the future to enable non-accredited JPs to familiarise themselves with the JP Manual and the online accreditation process in a supervised setting.

Here, from bottom left, clockwise Dawn Sanders, William Nobelen, Colin Bleasdale, Kerry Delaney with supervisor Caroline Ludford is a picture of concentration at the Kapiti workshop.

We encourage suggestions for training topics and welcome your input. If you have any suggestions, please contact Carolyn Marshall at carolyn.marshall@jpwellington.org.

And don't forget that our complete Annual Training Schedule can be found after you go to the JP Only pages of our Association website. Contact the Registrar if you don't remember the password to access these pages.



3. AGM

Our AGM this year is on 2 November at Whitirea, 3 Wi Neera Drive, Elsdon, Porirua starting at 10:45am.

Before the AGM, there will be a Professional Development session at 9:30am presented by Pat Grace JP. Pat will talk about things you can do to keep yourself safe as a JP, including techniques that may help to de-escalate a heated situation.

4. Treasurer Role Vacancy

Our current Treasurer has resigned due to personal circumstances. As a result, we are looking for a new person to take over this role.

Ideally, we would like to appoint someone who has a strong accounting background, is able to use Xero and can prepare monthly accounts, as well as the Annual Accounts for review at the end of the financial year. An honorarium is available.

If you have the skills and can contribute to the Association in this way, please contact Maureen Pratchett, Registrar (registrar@jpwellington.org.nz) or Carolyn Marshall, President (carolyn.marshall@jpwellington.org.nz) for further information. A job description is also available.

5. All about Accreditation

Am I Accredited?

You can see if you are accredited if you search for your own name in the Find A JP search box on the RF website www.jp.org.

When your name is listed, if there is a green tick beside it, you are currently accredited. If there is no green tick you are not accredited. If you log in and go to your Profile page, you will be able to see your accreditation expiry date.

The system sends an automatic email reminder when your accreditation expiry is 3 months away. But this is the ONLY reminder you get. Do not ignore the email because it is so far in the future. It is wise to make a note of the expiry in your calendar so you can action this closer to your expiry.

Why should I get accredited?

Firstly, it gives you an external check that you do know the finer points relating to your work as a JP, and particularly those things that might have changed in the recent past.

Secondly, it is a visible sign to your clients that you maintain your level of professional knowledge for the services you provide them.

What does getting accredited involve?

Accreditation is a 2-step process involving taking an online test and attending a Professional Development session.

You must:

- (a) correctly answer 45 out of 50 questions in the online test. Test questions are mostly True/False and are compiled from information in your JP Manual (available as a [download](#) from the RF website if you don't have a copy) or from the Education Pages in recent Justices Quarterly issues.

and

- (b) record the date you attended an education session on your Profile page of the RF website and save the page.

Your accreditation will expire when either of these steps becomes older than two years.

What if I don't pass the test?

After you submit the test, you will immediately get an email telling you how many questions you answered correctly and which ones you answered incorrectly. You can retry the test after 48 hours. On subsequent re-tries, you are only tested on a smaller test consisting of the questions you did not know the answer to.

I get anxious about doing tests.

Being anxious about taking a test is pretty normal and is something that most of us experience. However, there is really no need to let this worry get in the way.

- If you don't pass the test, no one else but you will know.
- You can re-try the test as many times as you like and other than the 48-hour wait period, there is no time limit on when you can do these.
- You can take as much time as you need to do the test. You can also save partial completion answers and come back to it later.
- The test is open book, so you are able to research the answers for questions you are unsure about.

If you view the process positively as a learning experience rather than a pass-fail situation you will be more relaxed and get more out of it. If you haven't done this before, you are strongly encouraged to give it a go!

6. Certifying Identity Documents

We have included this information before, but as we still get some of these returned from the receiving agencies, it is worth repeating.

Identity documents always have a photo, signature, and expiry date. When you are presented with one of these by the bearer of the document (i.e. the person whose picture is on the document), you need to know if the receiving agency is covered by the NZ Anti-money Laundering legislation (AML-CFT) because if it is, specific wording is needed on the certified copy.

NZ identity documents include the NZ Passport, NZ Drivers Licence, NZ Firearms Licence and the Kiwi Access Card (provided this includes a photograph of the bearer), but overseas documents can be identity documents too.

If the document has expired, you should tell the client that it may not be valid for this transaction.

The organisations which are subject to the AML-CFT legislation include Banks and Financial Institutions, Accountants, Lawyers and Conveyancers, Financial Advisors, Real Estate Agents, Brokers, Businesses that deal in high value goods and Gambling Providers.

When the JP is asked to certify an identity document which belongs to the person in front of them, they should take the following steps:

- Ask the client what the certified document will be used for i.e., what type of organisation is the receiving agency. Remember that the client is not expected to know if the receiving agency is subject to the AML-CFT provisions. If you are uncertain whether the AML-CFT wording is needed, you should use the special wording regardless. It may not be necessary, but it will never be wrong!
- Read all provided instructions – those on the form but also check if any additional certification instructions have been sent to the client. Note any specific wording that has been requested by the receiving agency on the certification statement.
- Sight the original document (check NZ passport has been signed!) and confirm that the copy is a true copy.
- Satisfy yourself that the person before you is the same person in the photo on the document.
- Return the original document to the client.
- Stamp or write the certification statement on the copy. If no specific wording has been provided, this is an example of generic wording suitable for AML-CFT purposes: *I certify that this is a true copy of the original document which I have sighted and it represents a true likeness of the individual.*
- Sign and stamp (or write) your name, plus Justice of the Peace, your JP Number, and the date.

If you are presented with an identity document by someone who is not the person named in the document, or if the receiving agency is not covered by NZ AML-CFT act, you can use the generic certification statement *Certified true copy of a document presented to me as an original.*

Read the [January 2023 issue of Justice Quarterly](#) – Education pages 6 and 7.

7. Your JP Number

Is my JP Number an official number?

Despite its usefulness and the common expectation from organisations that it will be used, your Justice of the Peace number is not "official". This is because there is no legislation requiring or permitting a Justice of the Peace to be assigned an identifying number and there is no special recognition of Justice of the Peace numbers in legislation.

Also, for a select few, the JP number is not a unique identifier. Due to changes to the process of assigning Justice of the Peace numbers over the years, there are a handful of Justices who share the same JP number.

Why should I use my JP number?

Despite your number not having any legal bearing, it is still useful (and best practice) to use it in addition to your signature and written name. Your number is a useful identifier, particularly if your handwriting is illegible. It is a useful tool to enable us to identify Justices when agencies call to verify a person is a Justice of the Peace.

Your JP number is not published online and can be checked against your name, should any doubt arise about whether you signed a document. Some organisations erroneously assume that a Justice of the Peace number is required. Using the number alongside your signature can save the client time by preventing the need for the organisation to investigate further. Remember it is best practice to write/stamp your name and number, and sign.

A document will not be incomplete if you fail to write your JP number, but it will also not be invalid if you include your number.

8. Introducing A Council Member – Juping Zhou

Juping has been a JP for over 19 years, during which time she has always been involved in the Wellington Central JP Service Desk. Juping joined the Council in 2018 and has been on the Operations and Services Committee, the Wellington Central Service Desk Roster Co-ordinator since early 2018. Juping became the Editor for Justices Pieces in Oct 2021 and took on the role of Citizenship Ceremony Roster Co-ordinator for Wellington, Porirua and Kāpiti in early 2023.

Apart from her full-time job as a public servant, Juping enjoys volunteering in the community. She has been an accredited interviewer at the Wellington Central Citizens Advice Bureau since 2006, a Council Member for Wellington Chinese Garden Society since 2017, the Vice President for New Zealand China Friendship Society since 2018, a Wellington Airport Ambassador since 2019, just to name a few roles that she currently holds.

Juping loves being Grandma to 2-year-old Karolyn, her first grandchild, who knows Grandma knitted all her beautiful cardigans, hats and mittens, and who also talks to Grandma in Mandarin, Shanghai dialect and English, whichever language she is spoken to.

Juping has been a Scottish Country Dancer for 17 years and teaches a Chinese ethnic dance group which has been performing on all Wellington stages since 2003.

Juping was once asked at an interview (the interview panel had seen the many roles she undertook on her CV): “How do you fit in?”, she replied: “If you wish to get a job done, get a busy person to do it.”



9. Retirement

Well done to Janet Stanion who retired recently, after 12 years' service. Janet worked as a JP in the Eastern Suburbs community.



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Thanks to our contributors to this issue of Justice Pieces, which included Carolyn Marshall, Caroline Ludford, Maureen Pratchett and Juping Zhou.

If any of our members have suggestions for articles, please do let us know.