

12 February 2024

John Luke  
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Ref: OIA 109115

Tēnā koe John

### **Official Information Act request: Justices of the Peace**

Thank you for your request under the Official Information Act 1982 (the Act) on 18 January 2024 to the Ministry of Justice (the Ministry). Specifically, you requested:

*... a copy of Justice of Peace's template appointment letter and warrant card. Would judicial Justice of Peace received any extra appointment letter and warrant card, if so can you please also provide the template as well.*

A copy of the letter a Justice of the Peace (JPs) receives on appointment is attached and released to you in full. JPs receive the same letter on appointment as they are all initially appointed as Ministerial JPs responsible for witnessing documents and administering affidavits.

Section 1.3 of the Justice of the Peace Best Practice Manual provides further information about induction and training for provisional JPs. Once this training is complete, they are sworn into office by a District Court judge, and they can then exercise their jurisdiction. The manual is available at: [justice.govt.nz/assets/20161003-justice-of-peace-best-practice-manual.pdf](https://justice.govt.nz/assets/20161003-justice-of-peace-best-practice-manual.pdf)/ The appointment of all JPs is publicly notified in the *New Zealand Gazette* at: [gazette.govt.nz/](https://gazette.govt.nz/)

A copy of a JP warrant card is also attached that is given to all JPs regardless of whether they undertake Ministerial or Judicial work. Judicial JPs do not have a separate card.

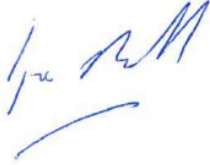
A small number of Justices work as Judicial JPs in the District Court having completed the requisite training. The Ministry does not hold correspondence of JPs authorised to undertake Judicial work as this is a judicial function and is not subject to the Act by virtue of section 2(6)(a). I must therefore refuse this part of your request under section 18(g) of the Act on the grounds that the information requested is not held by the Ministry or any other agency subject to the Act.

If you require any further information, please contact Media & Social Media Manager Joe Locke at [media@justice.govt.nz](mailto:media@justice.govt.nz)

Please note that this response, with your personal details removed, may be published on the Ministry website at: [justice.govt.nz/about/official-information-act-requests/oia-responses](https://justice.govt.nz/about/official-information-act-requests/oia-responses)

You have the right under section 28 of the Act to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at [ombudsman.parliament.nz](http://ombudsman.parliament.nz) or call 0800 802 602.

Nāku noa, nā

A handwritten signature in blue ink, appearing to read 'Wayne Newall', with a horizontal line underneath.

Wayne Newall  
**Manager, Appointments and Specialist Functions**



OFFICE OF THE MINISTER OF JUSTICE

Insert Name Here

was appointed by Her Excellency the Governor-General

on 22 May 2023 to be a

Justice of the Peace for New Zealand

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982



[Date]

JP Number:

[Name]

[Street address]

[Town/City]

Dear [First name]

I have received your completed form of Oath as a Justice of the Peace and I enclose your Warrant Card. Should the card be lost, the Police and this Ministry are to be notified without delay.

Although it is not a requirement of your appointment, there would be undoubted advantages in you becoming a member of your local Justices' Association. These Associations serve both educational and social purposes. Membership entitles you to receive the publication "Justices' Quarterly" and gives you access to the members section of the website.

You indicated at your interview that you were committed to ongoing education. You are encouraged to complete the Accreditation process within a year of your appointment — your local Association can supply with you with further details.

As an association member, your public contact details will be maintained on the Royal Federation of NZ Justices' Associations website ([www.jpfed.org.nz](http://www.jpfed.org.nz)). You can manage this information via your online members' account..

Yours sincerely

John Parker  
for Secretary for Justice

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