**Justice of the Peace – Example Record of Service – Ms A Citizen JP EXAMPLE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Function** | **Police Matter**  **Y/N** | **Nature of Service** |
| 11/10/13 | 8:30 am | Certified copy | N | Certified copies of Certificates. |
| 15/10/13 | 4:15 pm | Search Warrant | Y | Phone warrant required for Remote Community. |
| 17/10/13 | 2 pm | Certified copy | N | Certified passport copies. |
| 12/11/13 | 5:30 pm | Search Warrant | Y | Signed Search Warrant. |
| 15/11/13 | 11:50 am | Search Warrant | Y | Warrant for search for things. |
| 20/11/13 | 10:30 am | Witness signature | N | Witness signature for working visa application. |
| 30/11/13 | 9:30 to 11:30 am | Certify copies and witness signatures | N | Provided community JP services at Casuarina Shopping Centre for around 45 people seeking certified copies of documents and witnessing of their signature on a range of applications and other documents. |
| 22/12/13 | 9:00 pm | Search Warrant | Y | Signed Search Warrant for things |

A sample record of services provided over a typical week or month, for each year of a Justice of the Peace’s five year appointment, is required to be provided to the Department of the Attorney-General and Justice as part of the application process for reappointment as a Justice of the Peace.