

|  |
| --- |
|  **National Standard****of Court Services for Justices of the Peace Service Desks** |
| All Justices of the Peace attending a service desk within a Court can expect:: |
| **Court facilities** |
| Car parking at the court (where possible, by arrangement with the court manager).  |
| Access to tea and coffee making facilities. (No meal allowance is payable). |
| Access to non-public toilet facilities. |
| Access to non-public area for breaks. |
| Access to secure disposal of confidential papers. |
| Access to secure areas |
|  |
|  |
| **Justice of the Peace obligations** |
| To be a current member of a Justices of the Peace Association. |
| To commit to the roster and if attendance is not possible, to be responsible for arranging a replacement. |
| To provide own stationery and stamps as required |
| To start and finish service at the stated time. |
| To wear a name badge or label. |
| To display service times and break times on a poster or board |
| To provide courteous, patient service to members of the public at all times |
| To record transactions as required for statistical purposes. |
| To be respectful, courteous and co-operative with all court staff. |
| To respect and uphold the confidentiality and privacy of court documents, transactions and court staff |
| **Court staff obligations** |
| Respectful, courteous conduct and co-operation from all court staff towards Justices of the Peace. |
| To respect and uphold the confidentiality and privacy of documents, transactions and Justices of the Peace |
|  |
| **In the event of a problem**  |
|  |
| **Travel** |
| No mileage allowance is payable for service desk attendance.  |
| **Signed**** ****Court Manager  Court President JP Association****Date / / Date / /****Standard to be renewed / /** |