

Justice of the Peace

Service at Castlemaine District Community Health

Justices of the Peace are community volunteers authorised by the state Government to act as an independent, objective witness.

A Justice of the Peace will be available at CDCH on Tuesdays between 1-3pm.
This is a private and confidential service available to anyone in the community.

A Justice of the Peace can:

- ◆ Certify a person's identity
- ◆ Certify a true copy of an original document
- ◆ Witness a sworn or affirmed affidavit for use in court
- ◆ Witness a statutory declaration
- ◆ Attest the execution of a legal document (such as Power of Attorney).

The receptionist at CDCH can advise you on the following:

- ◆ Booking an appointment at CDCH for the next available Tuesday
- ◆ Be advised of an alternative time for more complex documents
- ◆ Provide contact details of JP's in our community who can assist at other times
- ◆ Advice on JP availability at short notice without an appointment.

What to bring.

- ◆ You must come in person if it is your signature to be witnessed
- ◆ You must sign in front of the JP. The JP must see you sign the document
- ◆ Bring all original authentic documents and any photocopies with you. (Some photocopying will be available if you cannot easily access an alternative photocopying service)
- ◆ Follow clearly any instructions in legal documents
- ◆ Bring these instructions and all documentation with you
- ◆ Bring at least two kinds of ID (unless your instructions are for more) – at least one should be Photo ID such as a passport or Driving Licence.

Forms

- ◆ If you are asked to provide a statutory declaration or Affidavit –and the necessary forms have not been supplied to you—our office can supply blank affidavit and statutory declaration forms for use on the day. (You might need to collect these early if your Affidavit or Statutory Declaration needs to be carefully worded).
- ◆ You can also download these legal forms from <http://www.justice.vic.gov.au/> at the bottom of the first page of this website, click on FORMS.

*Please note: **There are no fees for this service.** A justice of the Peace can only assist you with information on the range of services they are authorised to provide. They can help you to understand the processes. **They cannot offer you legal advice.***



**Castlemaine District
Community Health**
Facilitating Better Health

**To book an appointment, call
CDCH on 5479 1000
13 Mostyn St, Castlemaine 3450**