

Mrs Melissa Gotch  
3/81 Newling Street  
LISAROW NSW 2250

Dear Mrs Gotch

Congratulations on your appointment as a NSW Justice of the Peace (JP). You are now authorised to perform all the functions of a NSW JP.

The JP registration number below is your unique number and identifies you as a NSW JP. You must record this number and your full name, on every document you witness or certify in your capacity as a NSW JP.

Your appointment is for a term of five years.

The details of your appointment, as recorded on the NSW JP Register, are as follows:

Full name:	<b>Mrs Melissa Jane Gotch</b>
JP Registration Number:	<b>217866</b>
Date of Appointment:	<b>05 October 2016</b>
Date of Appointment Expiry:	<b>04 October 2021</b>
Appointment Basis:	<b>Employment based JP</b>

### **JP Handbook**

Detailed information about the functions of a NSW JP is contained in the JP Handbook. **Please ensure you read the Handbook thoroughly before carrying out any JP functions.** You can either download a free copy of the Handbook or buy a printed copy of it (\$15 including GST) at the JP website [www.jp.nsw.gov.au](http://www.jp.nsw.gov.au)

### **Code of Conduct**

Your appointment as a JP is subject to the Code of Conduct for NSW JPs. The Code of Conduct explains the acceptable standards of conduct for JPs, and your failure to comply with this Code may mean that your appointment as a JP is reviewed.

You can view a copy of the Code of Conduct at the JP website [www.jp.nsw.gov.au](http://www.jp.nsw.gov.au), or in the JP Handbook.

The Code of Conduct requires you to notify the Department of Justice of any change to your email, postal address or phone numbers. You can update your details by either logging onto your personal JP web account at [www.onlineservices.jp.nsw.gov.au](http://www.onlineservices.jp.nsw.gov.au) or contacting the JP Infoline on (02) 8688 7487.

### **Certificate of Appointment**

You have the option of buying a Certificate of Appointment for \$29 (including GST). To view a sample and buy a Certificate of Appointment, please visit the JP website at [www.jp.nsw.gov.au](http://www.jp.nsw.gov.au)

### **JP Register**

The JP Register is an online public listing of all current JPs in NSW. It is available at the JP website [www.jp.nsw.gov.au](http://www.jp.nsw.gov.au). The JP register allows members of the public to search for a JP who is available in their local area.

The JP Register can also be used to check if a person is currently appointed as a JP, by entering the JP's name or registration number.

### **Contact us**

If you need any help in relation to your appointment as a NSW JP, please do not hesitate to telephone the JP Infoline on (02) 8688 7487 Monday to Friday during business hours, email the JP Section at [jp@justice.nsw.gov.au](mailto:jp@justice.nsw.gov.au) or access our website at [www.jp.nsw.gov.au](http://www.jp.nsw.gov.au).

Once again, congratulations on your appointment as a NSW JP.

Yours faithfully



Justices of the Peace Section  
Department of Justice