

Responsibilities of the Justices of the Peace

Ministry of Justice

Colombo 12

(02)

Responsibilities of Justices of the Peace

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01. Legal aspects of your appointment.

The appointment of a Justice of the Peace is twofold

1, Honorary appointment (For persons who were engaged in doing social services and to important persons in the society with a reputation)

11. Official Appointments (In the official capacity as required by an act of law). These appointments are limited to the holding of the said office. These are given according to the section 45/1 of Legal Procedure act. They are in the 5th Schedule (link1)

02 Procedure of making the Oath

Your appointment as a Justice of the Peace is valid after your making the Oath.

*Your appointment letter signed by Secretary of Ministry of Justice with a certified copy and the Gazette which carries your name and relevant Court (upper left corner of the letter name of court is written) Having gone to the Register /Madam Registrar you can get the necessary documents (It is not necessary to pay anything for this)

*To verify your appointment you can called to telephone No.011-2-437507,410 Justice of the peace section For this you have to use your appointment number written in the appointment letter.in the 8th section When you receive your appointment letter said Gazette may have been issued therefore you can give a call to inquire.

(2)

- The Gazette that carries your appointment is published in the gazette can be obtained with the Friday Dinamina News Paper and also by the Web address of Government Press From these you can get information.
- To buy a Gazette
Department of Government Publishers
Polhengoda Road
Colombo 05.

If you want to get it by Internet you should go to the following Web site

www.document.gov.lk

N.B. If there is any change is seen your name address and Judicial Zone in the appointment letter signed for the Secretary of the Ministry of Justice do send a letter without delay explaining the error with the correction by registered post to The Secretary Ministry of Justice

Secretary,
Ministry of Justice,
Supreme Court Complex,
Adhikarana Mawatha, Colombo12.

3.After taking the oath you become a Justice of the Peace and you have to pay attention to the following

*Do put up a Board having written your Name, Address and the number of Registration where you going to work as a Justice of the Peace.

*As you are appointed as a Justice of the Peace by the Ministry of Justice it is not compulsory join the Societies of the Justice of the Peace. The ministry will not take any responsibility for such organizations.

After oath you can begin to work as a Justice of the Peace

When a Justice of the Peace dies arrangements should be made to inform the Ministry of Justice

03. When preparing the Official seal

01 When preparing the official seal following are compulsory (Schedule 111)

1 Name should be identical with the name of appointment letter.

2 Address too should be the same address

3. Your Registered number should be written according to the section 8 of your appointment letter

02. National emblem should not be used in letter heads or to your seal

03 You should use only your registered number and nothing else

04 If you have not received a registered number you can present your appointment letter or a copy of oath to the ministry and get a number (This is not applicable to the justice of the piece who got their appointments after 2006)

5. If the address is changed you have to inform the ministry having produced a certificate signed by the Grama Niladhari which counter signed by the Divisional Secretary

When you are using seal

*You should use the seal only for official documents

*You should avoid the use of official seal for private documents

*In all the documents you send to the ministry of Justice it is compulsory to place your official seal

04 .Identity Card of Justice of the Peace

*The (Schedule 01) which is attached to your appointment being read and understood you should fill the form.

* If you have lost or misplaced your identity card in order to get a new one you should complete the following requirements and make a request to the Ministry of Justice

1. A copy of your appointment of a Justice of Peace

2. A copy of your oath.

3. A copy of the complaint to the Police.

4. Two photographs of (Looking Forward) M.M.40X40 size.

5. A copy of the national Identity Card.

6. A receipt of Rs.200/= paid to under mentioned account

Account No.176-1-001-9-9025184

- If the Justice of the Peace Identity Card disfigured or damaged
 1. A copy of the appointment of the Justice of the Peace
 2. Damaged Identity Card
 3. Two photographs of the size of MM 40X40
 4. A receipt of Rs.200/= paid to under mentioned account

Account No.176-1-001-9-9025184

N.B. (01) If the address is changed you have to inform the ministry having produced a certificate signed by the Grama Niladhari which counter signed by the Divisional Secretary

(2) This Identity Card is issued by the Justice of the Peace Section and it is punishable if any alterations are made.

05. Responsibilities of a Justice of the Peace

* You should be careful of your Judicial Jurisdiction.

If your appointment is for the whole Island you can extend your services in any part of the Island. But if your appointment is for a zone or district your service is limited to that zone and district.

Not Using of Government emblem

You should avoid the use of government Emblem for your seal, letter heads, or any other documents.

When certifying documents presented by persons you should be very careful.

You will have to be very careful in certifying documents of various persons. If you think they are false you can avoid it.. Always you should certify in the presence of the deponent.

Receiving of payments

*. As you are doing a honorary service, It is prohibited to ask or receive any money or any other profit.

***Use of official seal.**

For all your official work you should use your official seal and your registered Number correctly

Certifying of documents of relatives.

You should not certify documents of close relatives

06 Personal conduct and activities

1, 1You will have to live as an example to others further you should protect the dignity of the position You treat the persons come to you politely and respectfully

11. If you do get convicted or found guilty of a crime your position will be made null void. You should treat every one equally without bias of political ethnic or any other differences

(You are requested to pay attention to Oath and affirmation act of 1895 No 091953 Oath declaration Act, Civil Procedure Code, Criminal Procedure Code)

2 In a case of commotion or fight you should be an impartial person

03 In case of anti socialist activities you should try to minimize it or to stop it.

04.You should be a mediator or helper in an institutions like a Police Station or court.

5.If your appointment is in Judicial zone you have no authority to sign outside the zone but if your appointment is for the whole Island he can sign in judicial zone

6 .You should keep a record of all the letters documents signed by you. A specimen of an affidavit is given below as (Schedule 11)

When you face problems as J.P.s contact

Secretary,

Ministry of Justice

Supreme Court Complex Colombo 12 or call T.P .number: 011-2-437507 to 12 Via Justice of the Peace Section 410 .

We do really appreciate your service regarding the establishment of Law, Peace and harmony in Sri Lanka

07 Schedules

Schedule 1

No of the J.P.

My No. A/15/1/Identity

Ministry of Justice
Supreme Court Complex
Colombo 12
201.....

Rev,Thero /Rev Fr./ Sir /Madam,

Information regarding the Issue of Justice of the Peace Identity Cards and Its application form.

You should apply for this only after you have given your oath (After gazeetting your appointment it is compulsory to give your oath within six months)

02. You are kindly informed that after your oath you got to complete the following application correctly and had over personally to the Ministry of Justice could send it by registered post having attached the following documents.

01. A photo copy of the letter signed by the secretary of the ministry (It should not be the covering letter of the minister)

02. Two photographs of MM 40X40 taken within six months having written your registered number. (As depicted in cage 08 of your appointment letter your J.P. registered number written on the back)

03. A receipt to the value of Rs.200.00 credited to People's Bank Town Central Bank branch Colombo10 to the account of The Secretary of Ministry of Justice No.176-1-00-9-9025184(You can pay from any branch of People's Bank Branch) Money orders will not be excepted.

* This payment could be done to the account section of the Ministry.

04 A copy of the oath or affirmation of the relevant court where oath or affirmation was given

05. A copy of the National Identity Card.

N.B *.In the envelope do write " Justice of the Peace Identity"

*Incorrect and clearly not written applications may get late

*If the address have changed do send a certificate from the Grama Niladhari

Yours Faithfully

.....

For The Secretary Ministry of Justice

Cut from this line

1. Full name:-
2. Name with initials:-

3. Address:-
4. Number of N.I.C.:-
5. Registered No of J.P.
(According to the Section 08)

Signature

Date:-

Schedule 11 A specimen of an affidavit

Affidavit

I, Chandrawathie Satharasinghe of No.142/6 Moratuwa Road Piliyandala of Democratic Socialist Republic of Sri Lanka being a Buddhist honestly truly make the following affirmation.

1. I, am the deponent above named
2. My N.I.C. Number is 372667550V
3. My son Gayan Wijeratna has appointed me by his power of Attorney by the Power of Attorney dated 23rd July 2005 attested at Piliyandala and its No is 266
4. This power of attorney is registered in the government on 06th day of August 2007
5. Said Power of attorney is valid and is in force up to now. And It had not been invalidated

The deponent

(It is compulsory for the Affirmer to sign on a Rs50/- stamp.)

Having read and understood the above affirmation and
Having satisfied with it signed before me at Colombo
On 28th September 2007.

Signature of J.P. &

Seal

N.B. Stamp duty may change from time to time

Schedule 111

Specimen of a correct Official seal

If your name is : **Samarasingha Mudiyansele Asoka Nandana Wijewickrama Samarasinghe** You can insert as S.M.A.N.Samarasinghe or S.M.A.Nandana Wijewickrama Samarasinghe in your seal

If your Address is No.4 New Road Athurugiriya this and your Registered number 10/07/W.P/All Island/23 to should be put into the seal.

S. M. A. N. Samarasinghe
Justice of the Peace
No.4 New Road Athurugiriya
10/07/All Island/23

S. M. A. N. W. Samarasinghe
Justice of Peace
No.4.Nawa Mw Athurugiriya
10/07/WP./W/I/23

Appendix No.1

Officials who become Justice of Peace by their Official capacity

- *His Excellency the President
- * Hon. Speaker
- * Minister of State
- *Chief Justice
- * Leader of the Opposition
- *Judge of the Supreme Court
- *Chairman of Appeal Court
- * Deputy Speaker
- *Chief organizer of the Government party
- * Deputy Ministers
- * Deputy Chairmen of committee
- *Members of parliament
- *Attorney General
- *Secretary to the cabinet
- *Secretary to the President
- * Secretary to the Priminister
- *Chief Secretary to the parliament
- *Secretaries of Various Ministries
- *judges of High Courts
- *Inspector General of Police
- *Deputy Chief Justice
- *Additional Secretaries of Various ministries
- *Legal Draftsman
- *Bribery Commissioner
- *Additional Deputy Chief Judge

- *Additional legal Draftsman
- *Registrar General
- * Assistant Chief Judges
- *Chief Senior assistant Secretaries of various Ministries
- *Deputy Chief secretary of Parliament
- *Registrar of Supreme Court
- *Registrar of appeal Court
- *Deputy inspector Generals
- *Senior Government Judges
- *attorney at law of government and assistant secretaries of ministries
- *Deputy Registrar of Supreme Court
- *Deputy Registrar of Appeal Court
- *Superintendents of Police and Voluntary Superintendent Police and assistant Superintendent of police
- *Registrar of High court.
- *Secretary to the president of parliament
- *Secretary to the leader of opposition
- *Secretaries of Workers Courts

Officials who become Justice of Peace by Official capacity

- *District judges
- *Family Court Judges
- *Magistrates
- *Primary Court Judges
- *The Chairman of workers courts if he is using his powers as judges functioning in that zone and the kathis here work as a justice of peace.
- *The kathies who resides in certain Judicial Jurisdiction they too can function as Justice of Peace
- * The kathies who resides in District court area could function as J.P.s
- *Members who were attach to district courts zones can function as J.Ps
- *Additional Registrars and Secretaries in there zones of District Courts, Workers Courts Family Courts and their Registrars could function as J.P.s
- * District Secretaries of the revenue districts can function as J.Ps within the district
- *Administrative officers can function as J.Ps with in their district
- *divisional Secretaries too can function as J.Ps in their administrative area.

An appointment of a justice of Peace was awarded to you considering the high rank of social service you have rendered to Sri Lankan society Having been appointed as J.P. to do a good service to the people is a very great opportunity for which we congratulate you.

You are bound to serve the people by giving honorary service with a great responsibility to your fellow Nation and with, a dedication to your fellow citizens in the island

In order to overcome the problems you have to face as a Justice of Peace. We hope that this leaflet will help for you to overcome some of the problems and to serve people as a good Justice of Peace,

We hope that you have the courage ability knowledge to serve the society.