

JUSTICES SIGNING CENTRE ANNUAL REPORT NOVEMBER 2010

SIGNING ROOM STATISTICS

Attached is a copy of 2009/2010 signing room statistics. Justices dealt with a total of 17,518 documents in the last year, an increase of 8,413 over the previous year which is an increase of 48%. This large increase is due to the method we now use to certify true copies, that is we certify each individual copy rather than bulk them together with an affidavit. The current method has streamlined the procedure.

Certified copies represent 72% of all documents dealt with followed by affidavits representing 15% of all documents, followed by statutory declarations.

Some days can be very busy with a Justice dealing with up to 35 – 40 people in a 3 hour office roster.

OFFICE PRESENTATION

With the approval of the committee, three framed wall hangings were put up and some old wall hangings removed. It is our duty to maintain a professional appearance in the office at all times.

The committee has also approved the promotion of the “Choose Respect” program within the office. Any suggestions from Justices to further improve the presentation of the office will be gratefully accepted.

ROSTERED JUSTICES

This year we have lost a number of Justices from the roster list due to ill health, old age and work commitments. Fortunately a number of Justices have volunteered to join the roster with the aim of Justices only having to commit one day per month in the signing room.

The current roster list for the signing room consists of 21 Justices with 5 standby Justices. A couple more volunteers would be greatly appreciated.

I have introduced a system where Justices are responsible for finding a replacement if they are unable to attend. This system is working well although we have 8 missed days this year.

SIGNING ROOM PROCEDURES

Although our services are provided on a voluntary basis and free of charge, it is our duty to correctly execute our duties so as not to create any inconvenience to the public by having them to have documents resigned.

Our Magistrates have included signing procedures in today’s program which is greatly appreciated.

It is also hoped an updated procedures manual will take the doubt out of witnessing some documents and give Justices an easily accessible reference.

KEVIN J COOTE JP
Bunbury Signing Rooms Coordinator