



JUSTICE OF THE PEACE APPOINTMENT APPLICATION FORM

REFERENCE ONLY – NOT FOR SUBMISSION

CANDIDATE INFORMATION

NAME

LAST NAME

FIRST NAME

MIDDLE NAME(S)

DATE OF BIRTH (DD-MMM-YYYY)

BIRTH NAME or other name used (if this is what appears on official documents, such as diplomas)

Type to enter date

CONTACT INFORMATION

Residential Address

City

Province

Postal Code

Contact Phone No. 1

Contact Phone No. 2

Primary E-mail Address

Business Address

City

Province

Postal Code

Business Phone No.

Extension

Alternate E-mail Address

VACANCY COURTHOUSE LOCATIONS

Indicate the order of your location preferences by entering a number next to the court location(s) to which you are applying. Using the numbers 1 through 6, with 1 as your first choice, select at least one location and up to a maximum of six. For example, Ottawa (Bilingual) and Ottawa would be considered two of the six choices. To ensure your preferences are considered, do not use any number more than once, and only use numbers - letters or symbols, such as checkmarks, are not accepted.

CENTRAL EAST REGION	CENTRAL WEST REGION	EAST REGION	NORTHEAST REGION

**COURTHOUSE LOCATIONS WILL BE ADDED TO THE APPLICATION FORM
WHEN VACANCIES ARE ADVERTISED.**

NORTHWEST REGION	TORONTO REGION	WEST REGION

1. WORK EXPERIENCE

Starting with your **most recent position**, complete the table below by providing a concise account of your work/employment experience **and how it is relevant to the role of a [justice of the peace](#)**.

Please note: Work done while in high school or as part of your post-secondary schooling or professional training **is not considered work experience** for the purposes of evaluating your work history and transferable skills to be a justice of the peace.

Add a new row for each work position by placing the cursor in the last cell of the table and hitting the TAB key.

(Maximum 250 words per work position)

Title / Position Employer From (MMM/YY) – To (MMM/YY) Location (City, Province)	<ul style="list-style-type: none">• Brief description of the position and your responsibilities• Key responsibilities relevant to the role of a justice of the peace (Use bullet points)
	•
	•
	•

2. SKILLS AND ABILITIES

Considering the roles, responsibilities, and qualities of a justice of the peace, why do you feel you would make an excellent justice of the peace? Briefly explain why now at this stage in your career.

(Maximum 400 words)

3. DEMONSTRATED EXPERIENCE IN MAKING COMPLEX DECISIONS

Justices of the peace must have demonstrated ability and experience in making practical and timely decisions that involve complex factors, including conflicting information and interests. The decisions are normally made alone, and not as part of a committee, so demonstrated individual decision-making skills are essential.

From your professional or community service work experience, provide a specific example of a complex situation that required you to make a decision. If the example you choose is of a decision made as part of a group (e.g., as a member of a board of directors, council, etc.), describe your role and how you arrived at your individual decision. Briefly outline the relevant circumstances and how the example is relevant to the role of a justice of the peace.

(Maximum 400 words)

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4. COMMUNITY ENGAGEMENT

- A) i) It is essential that a justice of the peace has knowledge of and appreciation for the community that they will serve.

For the vacancies to which you are applying, describe the attributes and social issues of that community, and how those issues might present in court. Describe the actions you may have taken to help address these issues in your community. NOTE: If you are applying to more than one location, please identify the different issues facing each community, your understanding of those issues and your involvement in that community.

(Maximum 500 words for the entire submission)

- ii) A justice of the peace must remain in the vacancy to which they are appointed and cannot be considered for a transfer for a minimum of at least five years. If you do not reside near a vacancy to which you are applying, please outline your connection to that community.

(Maximum 400 words)

B) COMMUNITY SERVICE WORK EXPERIENCE

i) Please provide an account of the community, civic and volunteer experience in which you have been engaged, with particular focus on work or service **during the last 10 years**. This must include the nature and dates of your involvement with each organization and whether the experience was paid or unpaid. Identify how the experience could be relevant to the role of a justice of the peace.

Starting with your most recent experience, add a new row for each role/organization by placing the cursor in the last cell of the table and hitting the TAB key.

(Maximum 250 words per role/organization)

Title/Position Organization From (MMM/YY) – To (MMM/YY) Time Commitment (Number of hours per month, meetings per year, etc.) Location (City, Province) Paid or Unpaid	<ul style="list-style-type: none">• Nature of work• Key skills and experiences relevant to the role of a justice of the peace <i>(Use bullet points)</i>
	•
	•

5. KNOWLEDGE OF THE ROLE: UNDERSTANDING AND PREPARATION

a) Observations:

It is important that the Justices of the Peace Appointments Advisory Committee (JPAAC) be able to assess your understanding of the role of a justice of the peace. You must assure the JPAAC that you fully appreciate the challenges facing new appointees to the Bench.

We therefore ask that, in preparation of this application, you demonstrate this understanding through current observations and other means that show the JPAAC that you fully understand the role.

Please demonstrate this understanding by attending and observing court, either in person or virtually.

You need to observe all types of courts in which justices of the peace preside, for each vacancy/region to which you are applying. This would include criminal bail court, criminal case management court, provincial offences early resolution court and provincial offences trial court.

For information on observing justices of the peace presiding in court, please read ["How can I observe Justices of the Peace presiding in court?"](#) under [Frequently Asked Questions](#).

In the table below, describe what you learned (your insights) out the **role** of a justice of the peace from each court observation for each vacancy to which you are applying.

Starting with the **most recent**, add a new row for each court observation by placing the cursor in the last cell of the table and hitting the TAB key. Only observations within the last 12 months will be considered.

1. CRIMINAL BAIL COURT			
DATE DD/MM/YY	COURT ADDRESS AND NAME OF PRESIDING JUSTICE OF THE PEACE YOU OBSERVED	TYPE OF OBSERVATION (In Person or Virtual)	YOUR INSIGHTS (Maximum 75 words for each court observation)

2. CRIMINAL CASE MANAGEMENT COURT			
DATE DD/MM/YY	COURT ADDRESS AND NAME OF PRESIDING JUSTICE OF THE PEACE YOU OBSERVED	TYPE OF OBSERVATION (In Person or Virtual)	YOUR INSIGHTS (Maximum 75 words for each court observation)

3. PROVINCIAL OFFENCES ACT COURT Early Resolution and Trial Courts			
DATE DD/MM/YY	COURT ADDRESS AND NAME OF PRESIDING JUSTICE OF THE PEACE YOU OBSERVED	TYPE OF OBSERVATION <i>(In Person or Virtual)</i>	YOUR INSIGHTS <i>(Maximum 75 words for each court observation)</i>

- b) Other preparation you have undertaken, or comments that help demonstrate your understanding of the role:

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6. EDUCATION AND PROFESSIONAL QUALIFICATIONS

A) SECONDARY / HIGH SCHOOL EDUCATION

Provide an outline of your formal **secondary/high school** education, including date completed, location, name of institution, and diploma/certificate obtained. Add a new row by placing the cursor in the last cell of the table and hitting the TAB key.

Year Completed	Diploma/Certificate	Name of School	City, Province, Country

B) POST-SECONDARY EDUCATION

Please review the minimum legislative requirements for consideration for an appointment as a justice of the peace. These are set out in s. 2(1.1) to (1.3) of the *Justices of the Peace Act*. Select which best describes your qualifications:

1.	You have a university degree.	<input type="checkbox"/>
2.	You have a diploma or advanced diploma granted by a college of applied arts and technology or a community college, which follows completion of a program that is the equivalent in class hours of a full-time program of at least four academic semesters;	<input type="checkbox"/>
3.	You have a degree from an institution, other than a university, that is authorized to grant the degree, (i) under the Post-secondary Education Choice and Excellence Act, 2000, (ii) under a special Act of the Assembly that establishes or governs the institution, or (iii) under legislation of another province or territory of Canada;	<input type="checkbox"/>
4.	You may be considered to have met the equivalency requirement if you clearly demonstrate exceptional qualifications, including life experience, but <u>do not have the educational requirements set out above.</u>	<input type="checkbox"/>

If you selected options 1 to 3:

List **ALL** your post-secondary school qualifications, starting with the **most recent**. Add a new row for each separate degree/diploma/certificate/program by placing the cursor in the last cell of the table and hitting the TAB key.

After completing the chart below, please proceed to question **6D**.

Year Completed	Degree/Diploma/Certificate and Program	Institution	City, Province, Country	Dates Attended	Number of Semesters	Full-Time or Part-Time

IMPORTANT: If you are selected for an interview, you must submit proof that you meet the education requirement or equivalency. You will be asked to email a scanned copy of your highest post-secondary degree(s) or diploma(s) or certificate(s) you have earned or an official transcript (together with a [certified translated copy/ies](#), if applicable) by a specified deadline date for submission. If you fail to submit proof that you meet the education requirement, your interview will be cancelled. Applicants are urged to compile this information as soon as possible and have it ready if and when it is requested.

C) EXCEPTIONAL QUALIFICATIONS

Please demonstrate how you meet the exceptional qualifications requirement through subsection 2(1.3) of the *Justices of the Peace Act*:

“For the purposes of clause (1.1) (e), a candidate may be considered to have met the equivalency requirement if he or she clearly demonstrates exceptional qualifications, including life experience, but does not have the educational requirements set out in clauses (1.1) (a) to (d). 2020, c. 18, Sched. 8, s. 1 (1).”

(Maximum 400 words)

D) CONTINUING EDUCATION AND TRAINING

Starting with the **most recent**, list a maximum of **five** significant additional educational achievements and/or certificates attained within the last 10 years. Include dates, institution, and location, if applicable. Add a new row for each achievement/certificate by placing the cursor in the last cell of the table and hitting the TAB key.

If none, please note N/A in the table below.

Year	Achievement/ Certificate/Training	Host Institution or Department	City, Province, Country

E) RECOGNITION/AWARDS

You are invited to provide information on **one relevant** employment or community-related recognition, or award received. Identify why this award is important or relevant to your application.

If none, please note N/A in the table below.

Year	Recognition/Award/Organization	Relevance to the Role of a Justice of the Peace

F) ACADEMIC RECOGNITION/SCHOLASTIC AWARDS

Starting with the **most recent**, list significant recognition or awards related to scholastic pursuits at the post-secondary level or beyond. Add a new row for each recognition/award by placing the cursor in the last cell of the table and hitting the TAB key.

If none, please note N/A in the table below.

Year	Achievement/Certificate	Institution

G) MEMBERSHIP AND/OR PARTICIPATION IN PROFESSIONAL ASSOCIATIONS

Starting with the **most recent**, provide information on your membership or participation in all professional associations to which you belong to or have belonged to **within the last 10 years**. Briefly describe your involvement and the length of time of such involvement, if applicable. Add a new row for each role by placing the cursor in the last cell of the table and hitting the TAB key.

If none, please note N/A in the table below.

From MMM/YY	To MMM/YY	Role	Association	Membership Number (if applicable)

Do you have professional indemnity insurance coverage?

☐ Yes

☐ No

If "Yes," please provide the insurer's name.

H) PUBLICATIONS

If applicable, list a maximum of **three** materials you have authored and published. The publications you list here need not be confined to writings on legal topics. Add a new row for each publication by placing the cursor in the last cell of the table and hitting the TAB key.

If none, please note N/A in the table below.

Year	Title	Publication

IMPORTANT: If you are selected for an interview, you must submit proof that you meet the education requirement or equivalency. You will be asked to email a scanned copy of the highest post-secondary degree(s) or diploma(s) or certificate(s) you have earned or an official transcript (together with a [certified translated copy/ies](#), if applicable) by a specified deadline date for submission. If you fail to submit proof that you meet the education requirement, your interview will be cancelled. Applicants are urged to compile this information as soon as possible and have it ready if and when it is requested.

7. PERSONAL INFORMATION

A) SELF-IDENTITY (OPTIONAL)

Self-Identification Regarding Diversity (Optional)

The JPAAC is mandated by the *Justice of the Peace Act* to collect and report on diversity statistics. The reason for the collection is to recognize and reflect the diversity of Ontarians in justices of the peace appointments. The information collected will be reported in the JPAAC's annual reports.

Your participation in the collection of diversity statistics is voluntary. We know that the information you provide is sensitive and important to you and steps will be taken to protect your privacy. We maintain secure systems and processes for retaining, storing and disposing of personal information you provide on the application forms. If you require additional information, please contact us at JPAAC.Info@ontario.ca.

1. **Sex at Birth:** Sex at birth is typically assigned based on a person's reproductive system and other physical characteristics. Sex at birth may also be understood as the sex recorded at a person's birth (for example, what was recorded on their birth certificate).

☐ Male

☐ Female

☐ Intersex

2. **Gender Identity:** Gender refers to an individual's personal and social identity as a man, woman or non-binary person (a person who is not exclusively a man or a woman). Gender identity refers to the gender that a person feels internally and individually. A person's gender may differ from their sex at birth, and from what is indicated on their current identification or legal documents such as their birth certificate, passport or driver's licence. A person's gender may change over time. Some people may not identify with a specific gender.

☐ Cisgender man

☐ Cisgender woman

☐ Transgender person

☐ Non-binary person

3. **Francophone:** *Whose mother tongue is French OR whose mother tongue is neither French nor English, but who have a particular knowledge of French as an Official Language and use French at home.*

☐ Yes

☐ No

4. **Disability Status:** *Do you consider yourself to have any disability? Disability includes physical, mental, and learning disabilities, hearing or vision disabilities, substance use dependencies, environmental sensitivities, as well as other conditions that limit activities of daily living.*

☐ Yes

☐ No

5. **Indigenous Identity:** *Do you identify as First Nations, Métis, and/or Inuit? If yes, select all that apply.*

☐ First Nations

☐ Métis

☐ Inuit

6. **Ethnic Origin:** *Ethnic origin refers to a person's ethnic or cultural origins. Ethnic groups have a common identity, heritage, ancestry, or historical past, often with identifiable cultural, linguistic, and/or religious characteristics. What is your ethnic or cultural origin(s)? *Note: Individuals who identify as multi-ethnic can select up to two ethnic origins.*

☐ North American origins (For example, North American Indigenous origins, Other North American origins etc.)

☐ European origins (For example, British Isles origins, French origins, Other Western European origins, Other Northern European origins, Southern European origins, Southeast European origins, Eastern European origins, Other European origins etc.)

☐ Caribbean origins (For example, Antiguan, Aruban, Bahamian, Bermudian, Carib, Caymanian, Cuban, Dominican, Grenadian, Haitian, Jamaican, Puerto Rican, St. Lucian, Trinidadian, West Indian etc.)

☐ Latin, Central and South American origins (For example, Argentinian, Bolivian, Brazilian, Chilean, Colombian, Costa Rican, Ecuadorean, Guyanese, Hispanic, Honduran, Mexican, Panamanian, Venezuelan etc.)

☐ African origins (For example, Central and West African origins, North African origins, Southern and East African origins etc.)

☐ Asian origins (For example, West and Central Asian and Middle Eastern origins, South Asian origins, East and Southeast Asian origins etc.)

☐ Oceanic origins (For example, Pacific Islands origins, Other Oceanian origins etc.)

☐ Other ethnic and cultural origins (For example, Amish, Buddhist, Chaldean, Coptic, Doukhobor, Hindu, Huguenot, Hutterite, Jewish, Mennonite, Muslim, Sikh, Yazidi, Zoroastrian etc.)

7. **Race:** *In our society, people are often described by their race or racial background. For example, some people are considered “White” or “Black” or “East/Southeast Asian,” etc. Which race category best describes you? *Note: Individuals who identify as mixed race can select up to two race categories.*

- ☐ Black (African, Afro-Caribbean, African-Canadian descent)
- ☐ East/Southeast Asian (Chinese, Korean, Japanese, Taiwanese descent; Filipino, Vietnamese, Cambodian, Thai, Indonesian, other Southeast Asian descent)
- ☐ Indigenous (First Nations, Métis, Inuk/Inuit descent)
- ☐ Latino (Latin American, Hispanic)
- ☐ Middle Eastern (Arab, Persian, West Asian descent, e.g. Afghan, Egyptian, Iranian, Lebanese, Turkish, Kurdish, etc.)
- ☐ South Asian (South Asian descent, e.g. East Indian, Pakistani, Bangladeshi, Sri Lankan, Indo-Caribbean, etc.)
- ☐ White (European descent)
- ☐ Another race category

8. **2SLGBTQQIA+:** *2SLGBTQQIA+ is an acronym that refers to a range of sexual and gender identities and experiences that fall outside the cisgender and heterosexual norms. 2S: at the front, recognizes Two-Spirit people as the first 2SLGBTQQIA+ communities; L: Lesbian; G: Gay; B: Bisexual; T: Transgender; Q: Queer; Q: Questioning, I: Intersex, considers sex characteristics beyond sexual orientation, gender identity and gender expression; A: Asexual; +: is inclusive of people who identify as part of sexual and gender diverse communities, who use additional terminologies.*

- ☐ 2SLGBTQQIA+ ☐ Non-2SLGBTQQIA+

9. Regarding the above, please provide any additional relevant information that you are comfortable revealing, including information on other languages you may speak.

(Maximum 50 words)

B) DESIGNATED VACANCIES

1. Bilingual

The official languages of the Ontario Court of Justice are English and French. You may be required to perform a French language proficiency test if you have applied to a position designated as bilingual.

- i) Without further French language training, will you be able to conduct proceedings in French? ☐ Yes ☐ No
- ii) Have you previously undergone French language testing as part of the JPAAC application process? ☐ Yes ☐ No

If “Yes,” you must list all years you were tested.

2. Indigenous

If you are selected for an interview, please indicate the type of documentation you will submit to support your Indigenous self-identification:

- i) Government-Recognized Documentation ☐ Yes ☐ No

If “Yes” please select the type of Government Recognized Documentation you will provide.

☐ Certified copy of a status card (First Nations).

☐ Certified copy of a Métis Citizenship Card from the following Métis organizations (Métis Nation of Alberta, Métis Nation of Ontario, Manitoba Métis Federation, Métis Nation Saskatchewan, Métis Nation British Columbia, Northwest-Territories Métis Nation).

☐ Membership card from the Métis Settlements General Council (Alberta).

☐ Certified copy of an Inuit Beneficiary Card or documentation under an Inuit land claim agreement.

☐ Certified letter from a recognized organization confirming active membership (if card unavailable).

- ii) Alternative Documentation of Kinship or Community Connection ☐ Yes ☐ No

- iii) No Documentation Available ☐ Yes ☐ No

Please proceed to the next section to provide a brief statement (maximum 400 words) describing your personal journey of reconnecting with your Indigenous identity. This statement should include, where possible, information about your Nation or community affiliation, and lived experience relevant to your Indigenous identity.

- i) Optional Statement Section

*This section may be completed by all Indigenous applicants, regardless of the type of documentation submitted to support Indigenous self-identification. It is **only required** for applicants who select “No Documentation Available.” For those who provide documentation (government-recognized or alternative), this section is optional and may be used to share additional context regarding their personal identity journey, reconnection efforts, or community engagement.*

(maximum 400 words)

C) SOCIAL MEDIA

Describe briefly and provide links to your social media sites, including any sites you may have de-activated within the last 10 years:

Please check all that apply:

- ☐ Facebook ☐ Instagram/Threads ☐ LinkedIn
☐ X (formerly Twitter) ☐ YouTube ☐ Other (please indicate):
☐ TikTok ☐ Snapchat ☐ Own Website
☐ I do not have an online presence or any social media currently or within the last 10 years.

D) PERSONAL AND OTHER MATTERS

A. Answer each of the following questions:

1. Have you ever been found guilty, or convicted, of a criminal offence for which you have not received a record suspension (formerly called a pardon)? ☐ Yes ☐ No
2. Are you currently involved in litigation, or expect to be involved in any litigation in the near future? ☐ Yes ☐ No
3. Are you in default of a family support obligation? ☐ Yes ☐ No
4. Have you ever declared bankruptcy that has not been discharged? ☐ Yes ☐ No
5. Are you in arrears with Canada Revenue Agency or a similar provincial agency? ☐ Yes ☐ No
6. Are you the subject of any current court order that may have a bearing on your application? ☐ Yes ☐ No
7. Have you ever been the subject of a claim, complaint, review, suspension, sanction or any disciplinary action by a professional organization or regulatory body? ☐ Yes ☐ No
8. To your knowledge, do you have any outstanding claim, complaint, review, suspension, sanction, or any disciplinary action by a professional organization or regulatory body? ☐ Yes ☐ No

B. If you answered "Yes" to ANY of the questions, please provide a detailed explanation below.

C. Please disclose any other matters that you reasonably and objectively feel might adversely reflect on the Ontario Court of Justice should you be appointed.

8) MISCELLANEOUS

A) PREVIOUS APPLICATIONS & INTERVIEWS

Have you previously submitted a justice of the peace appointment application form?

☐ Yes

☐ No

If "Yes," you MUST list **all** years you applied:

Have you ever been selected for an interview?

☐ Yes

☐ No

If "Yes," you MUST list **all** years you were interviewed:

B) TRAVEL AND JUDICIAL DUTIES

Assignments for justices of the peace are at the direction of the regional senior judge or regional senior justice of the peace. Justices of the peace may be required to preside in varying locations across a region or, occasionally, elsewhere in the province. This may involve holding proceedings in premises with varying degrees of accessibility. While most duties fall within a regular business day, a [justice of the peace](#) is on duty 24 hours a day and may be required to work at any hour of the day and on weekends or holidays. Overnight travel may be required.

Do you have any limitations on when and where you can work?

☐ Yes

☐ No

If "Yes," please explain.

C) HOW DID YOU HEAR ABOUT THE APPLICATION PROCESS?

☐ JPAAC E-mail notification subscription

☐ JPAAC Website

☐ Referral by justice of the peace

☐ LinkedIn

☐ X (formerly Twitter)

☐ Newspaper:

☐ Other (please indicate):

☐ Word of mouth (please indicate):

D) SUPPLEMENTARY INFORMATION:

If you have additional, relevant information NOT included elsewhere in the application, please provide in the space below.

(Maximum 200 words)

9) REFEREES

You **must** provide the names of **four** referees—two persons who have direct knowledge of your **work** experience and two persons who have an understanding of your participation in **community service** (direct involvement would be preferred). You must provide current and complete contact information for all referees.

DO NOT SUBMIT REFERENCE LETTERS.

Professional referees **must** be able to reference your professional work cited in Question 1.

1. WORK REFEREE

Name	
Title and Company	
Address	
Contact Phone No. 1	
Contact Phone No. 2	
E-mail Address	
Nature of Relationship to Applicant	

2. WORK REFEREE

Name	
Title and Company	
Address	
Contact Phone No. 1	
Contact Phone No. 2	
E-mail Address	
Nature of Relationship to Applicant	

Community service referees **must** be able to reference your community service cited in Question 4B.

3. COMMUNITY SERVICE REFEREE

Name	
Occupation	
Address	
Contact Phone No. 1	
Contact Phone No. 2	
E-mail Address	
Nature of Relationship to Applicant	

4. COMMUNITY SERVICE REFEREE

Name	
Occupation	
Address	
Contact Phone No. 1	
Contact Phone No. 2	
E-mail Address	
Nature of Relationship to Applicant	

10) AUTHORIZATION/ ATTESTATION

A. I, _____, (Enter your name)

- authorize the Justices of the Peace Appointments Advisory Committee to make discreet inquiries with respect to my suitability and qualifications for appointment as a justice of the peace at the appropriate [stage](#) of the Committee's deliberations.
- in accordance with [subsection 2\(1.4\) of the Justices of the Peace Act](#), undertake to participate in such courses as may be designated for newly appointed justices of the peace by the Associate Chief Justice Co-ordinator of Justices of the Peace of the Ontario Court of Justice under [subsection 14\(6\) of the Justices of the Peace Act](#), should I be appointed a justice of the peace of the Ontario Court of Justice.
- attest that the information provided in this application is accurate, and that this application has been authored and submitted by me.
- understand that failure to complete the application according to the instructions could result in the rejection of my application.

B. ☐ By checking this box, I attest that all the above is accurate.

C. By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as my manual/written signature.

Signature Full Name (including middle name(s) if applicable)

Date: Type to enter date

E-mail your completed application to JPAAC.Application@ontario.ca.

You are required to complete and submit only one justice of the peace appointment application form even if you are applying to more than one vacancy or more than one region.

Do NOT include a message to the JPAAC in the body of your e-mail as it will not be read and answered. Your e-mail may include a standard signature that includes your contact information.