



Declaration and undertaking

Lord Chancellor's Directions, Appendix 4C

Appointment as a magistrate

Declaration and undertaking

My full name

My full address

If I am appointed a magistrate for the local justice area of:

Section 1

I acknowledge that it will be my duty to administer justice according to the law. I undertake to:

- Be circumspect in my conduct and maintain the dignity, standing and good reputation of the magistracy at all times in my private, working and public life.
- Respect confidences.
- Complete all essential and compulsory training which may, from time to time, be prescribed by the Lord Chief Justice. I will resign from the magistracy if I fail to complete the training within the time specified without a reason acceptable to the Lord Chief Justice and the Lord Chancellor.
- Complete, within one year of an appointment to a youth or family court panel, the requisite training for the panel. I will resign from the panel if I fail to complete this training within the time specified (unless the Lord Chief Justice has consented to an extension of that period).
- Keep myself up-to-date with matters concerning the magistracy (for example attendance at bench meetings and regular accessing and review of judicial communications).
- Regularly log into e-judiciary and update sittings information, providing the administration with the information needed to roster sittings.

- Sit for **at least** 13 days (or 26 half-days) each year making myself available to sit across all court locations within the Local Justice Area to which I am assigned¹, providing the administration with the information needed to roster sittings. I will resign from the magistracy if, without a reason acceptable to the Lord Chief Justice and the Lord Chancellor, I fail to complete the minimum number of sittings.
- Resign from the magistracy if I become disqualified to sit as, or am unable to perform the duties of, a magistrate.
- Answer questions asked in surveys in relation to establishing the balance of the bench, as required by the Lord Chancellor or the Advisory Committee.
- Endeavour to ensure that my actions as a magistrate are free from any political, racial, sexual or other bias.

Section 2

I undertake to notify both the bench chair and at the same time the Head of Legal Operations / Senior Legal Manager of any matters which might affect my reputation and standing as a magistrate or which could, if they became generally known, risk damage to the reputation and standing of the magistracy. In particular, I will report, without exception:

- Any impending criminal or civil proceedings against me, or in which I become involved in any capacity, and of the outcome. (This includes minor offences as directed by the Lord Chief Justice and divorce proceedings.)
- If disciplinary proceedings are taken against me by my employer or by a professional body or association.
- If I become bankrupt or involved in any other financial difficulties or if a company, of which I am a director, goes into liquidation.
- If a spouse, civil partner, partner or close relative (as defined in the Lord Chancellor's Directions for Advisory Committees) is involved in any criminal proceedings and of the outcome.
- Any matters which might impact on my eligibility to sit.

Section 3

I undertake to comply with any directions in relation to my sitting as a magistrate, including any direction to refrain from sitting as a magistrate given by the Lord Chief Justice (or his delegate) with the agreement of the Lord Chancellor.

Section 4

(You MUST complete this section fully. If you need advice as to the latest guidance from the Lord Chief Justice on offences which qualify for disclosure, you should speak to your Head of Legal Operations/Senior Legal Manager/ secretary to the advisory committee, or bench chair) I declare that:

Please initial, on the dotted line after either A or B, the statement which applies to you.

A I have not been convicted of any offence which qualifies for disclosure, as directed by the Lord Chief Justice. No order of a court, either criminal or civil, has been made against me. I am not involved in any matter pending before a court which qualifies for disclosure as directed by the Lord Chief Justice.

B The details below provide particulars of every conviction or formal caution and order (whether civil or criminal), and any details of matters pending before a court (including divorce proceedings):

¹ Bench chairs will deal with any requests for dispensation required as a reasonable adjustment

Section 5

I acknowledge that my personal data will be held in relation to my role as a judicial office holder and that this information may be accessed by bench chairs and leadership magistrates where it is necessary to do so to support the work of the magistracy. I understand that I can access further information about the processing of my personal data by contacting JODataPrivacyOfficer@judiciary.uk / viewing the information on eJudiciary, Security Tile “Data Protection – Responsibilities of the Judiciary”.

I have carefully read this form. I understand its contents and signify my assent.

Signed

Date