



Ministry
of Justice

Reinstatement application form

This form is for you to apply to be reinstated to the magistracy, where there is a business need in a Local Justice Area. You may find it helpful to refer to the Lord Chancellor's and Secretary of State's Directions for Advisory Committees on Justices of the Peace (www.judiciary.uk/publications/advisory-committees-justices-peace/) as you may need to refer to certain sections before answering some of the questions on this form.

You should complete all questions. Failure to do so may delay or adversely affect consideration of your request.

1. Personal Details

1.1 Your name

First name(s)

Middle name(s)

Last name

Previous last name (if any)

1.2 Date of birth

Day Month Year

1.3 Home address

Building and street

Second line of address

Town or city

County (optional)

Postcode

--	--	--	--	--	--	--	--	--	--

1.4 Your contact details

Home phone number

Mobile phone number

Email

1.5 Employment, voluntary roles or other public appointments

2. Previous role(s) as a magistrate

2.1 Previous Local Justice Area

2.2 Are you seeking to be reinstated to your previous Local Justice Area, as stated in 2.1?

- Yes
- No. I have moved area and now wish to sit in

Note 2.2: You must live or work reasonably near to the Local Justice Area

2.3 Date of retirement

Day Month Year

2.4 Date of last sitting

Day Month Year

2.5 Please select all of the roles below you were undertaking when you retired from the magistracy. You will be expected to take on these roles if required by local business need, if reinstated to the magistracy.

- Presiding Justice adult
- Presiding Justice family
- Presiding Justice youth
- Appraiser
- Mentor
- Family magistrate
- Adult magistrate
- Youth magistrate
- Welsh-speaking

Note 2.5: You must have undertaken one or more of these roles and completed the required training prior to your reinstatement. New training to enable you to undertake these roles will not be provided within this process. Please refer to FAQs for further details.

3. Eligibility details

3.1 Do you continue to meet the eligibility criteria for a serving magistrate?

Yes

No

3.2 Are you willing **and able** to commit to serving **six months** in the magistracy?

Yes

No. Please advise why you think your application should be considered.

Note 3.1: See Part 2 of the Lord Chancellor's Directions for Advisory Committees on Justices of the Peace

Note 3.2: The Lord Chancellor expects individuals to provide a reasonable length of service to reflect the investment in training.

3.3 Did you complete all essential training prior to retirement from the magistracy?

Yes

No. Please explain.

Note 3.3: Essential training is all training mandated either by the Judicial College or Training Authorisations, Appraisals and Appointments Committees.

3.4 Did you meet the minimum sitting requirements within the 12 months prior to retirement?

Yes

No. Did you meet your sitting requirement in 2019/20?

Yes

No. Please explain.

Note 3.4: If you were unable to meet the minimum sitting requirements in 20/21 due to Covid-19, please answer based on the year 19/20.

3.5 Did you have any conduct or disciplinary proceedings against you in the 5 years prior to your retirement?

Yes. Please explain.

No

3.6 Do you have access to IT and are you able to work digitally as required?

Yes

No

3.7 Are you willing to attend any training relating to your reinstatement to the magistracy?

Yes

No

4. Convictions, Cautions and Civil Orders

4.1 Are you, or any close relatives, involved in any proceedings?

Yes. Please provide details.

No

4.2 Have you been convicted of a criminal offence since your retirement?

Yes. Please provide details.

No

Note 4.1: You must declare:

If you are currently subject to investigation by the Police.

If you are currently involved in any form of civil or criminal court proceedings, including as a witness. (This includes divorce proceedings where the custody of children is contested).

If you are currently subject to professional disciplinary proceedings or disciplinary proceedings at work.

Note 4.2: You must declare all convictions since your retirement.

Do not include fixed penalty notices for motoring offences.

4.3 Have you received a police caution since your retirement?

Yes. Please provide details.

No

Note 4.3: You must declare all cautions received since your retirement.

4.4 Have you received any Fixed Penalty Notices, including for a driving offence, within the last 4 years or since your retirement (whichever is the shorter)?

Yes. Please provide details.

No

Note 4.4: You must declare any Fixed Penalty Notice, including for a driving offence such as speeding or using a mobile telephone while driving.

4.5 Have you regained your driving licence within the last 4 years or since your retirement (whichever is the shorter)?

Yes. Please provide details.

No

Note 4.5: You must declare, any disqualification from driving resulting from an offence and for which you have regained your licence within the last **4 years** (in which case you are unlikely to be reinstated)

4.6 Do you currently have penalty points endorsed on your driving licence?

Yes. Please provide details.

No

4.7 Have you received a Penalty Notice for Disorder within the last 4 years or since your retirement (whichever is the shorter)?

Yes. Please provide details.

No

4.8 Are you subject to any civil orders or an Individual Voluntary Arrangement in the past 5 years?

Yes. Please provide details.

No

Note 4.6: This includes points endorsed as a result of receiving a Fixed Penalty Notice.

If there are six penalty points currently endorsed on your licence as a result of a single incident, this will normally prevent you from being reinstated.

If the total number of points currently endorsed on your licence exceeds six, this will also normally prevent you from being re-appointed.

Note 4.8: You must declare:

If you are currently bankrupt (in which case, you are unlikely to re-instated)

If you have an outstanding Individual Voluntary Arrangement (in which case, you are unlikely to be reinstated)

If you have been discharged from bankruptcy within the last **5 years**

If you have been the Director of a company that has become insolvent within the last **5 years**

If you have received a county court judgement within the last **5 years**

4.9 To the best of your knowledge, has a spouse, partner, close relative or close friend received any convictions or cautions?

Yes. Please provide details.

No

4.10 Excluding any information already provided above, is there anything else in your private or working life, past or present, which could damage your reputation and standing as a magistrate if it became known to the public?

Yes. Please provide details.

No

5. Declaration

The information that I have given in this application is true and complete to the best of my knowledge and belief. I understand that my application is liable to be rejected if I knowingly fail to disclose relevant information.

Signature

Date

Day

Month

Year

Note 4.9: You must disclose anything known to you and provide as much detail as possible.

Close relatives include father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or step-child or persons who have any of those relationships with a partner. This includes relatives by adoption.

Note: Signatures can be typed.

What to do with your completed form

Once you have completed this form, please return it to the same address of the Advisory Committee that sent you the email for the expression of interest.

Your form will then be forwarded to the Advisory Committee of the Local Justice Area, which you have indicated above, for consideration of your application.

Equality and diversity questions (optional)

1. What is your sex?

Male

Female

Prefer not to say

2. Is your gender the same as the sex you were registered at birth?

Yes

No, my gender is

Prefer not to say

Continues over the page

3. What is your ethnic group?

Prefer not to say

White

English, Welsh, Scottish, Northern Irish or British

Irish

Gypsy or Irish Traveller

Any other White background, please describe

Mixed/Multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed/Multiple ethnic background, please describe

Asian/Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, please describe

Black/African/Caribbean/Black British

African

Caribbean

Any other Black/African/Caribbean background, please describe

Other ethnic group

Arab

Any other ethnic group, please describe

4. Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

- Yes, **go to question 5**
- No, **go to question 7**
- Prefer not to say, **go to question 7**

5. If Yes, do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

- Yes, a little, **go to question 6**
- Yes, a lot, **go to question 6**
- Not at all, **go to question 7**
- Prefer not to say, **go to question 7**

6. Do any of these conditions or illnesses affect you in any of the following areas?

Tick all options that apply

- Vision** – for example blindness or partial sight
- Hearing** – for example deafness or partial hearing
- Mobility** – for example walking short distances or climbing stairs
- Dexterity** – for example lifting and carrying objects, using a keyboard
- Learning or understanding or concentrating**
- Memory**
- Mental health**
- Stamina or breathing or fatigue**
- Socially or behaviourally** – for example associated with autism, attention deficit disorder or Asperger’s syndrome
- Other, please specify**

- None of the above**

7. Did you have a workplace adjustment in place?

- Yes
- No