



JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

Justice of the Peace Candidate Information Form

Note: Please include the following documents along with this Candidate Information Form:

- 1) Resume/Curriculum Vitae (maximum 3 pages).
- 2) Criminal Record Check, or confirmation that one has been requested by the applicant by the date of application.
- 3) One (1) Letter of Support from a community member that describes your involvement in the community and your suitability for appointment as a Justice of the Peace (maximum 1 page).

Your application will not be processed without these attachments.

Instructions: Please print and sign this form once completed and e-mail a scanned copy along with the above documents to JAAC.Applications@ntcourts.ca by October 30, 2026.

If you have questions about the form or application process, please e-mail JP_Program@nwtcourts.ca or call 867-920-6439.

1. Personal Information

Full Name:

Preferred pronoun:

Residential address:

E-mail Address:

Phone Number & Area Code:

Business Name & Address:

Are you a Canadian Citizen? ☐ Yes ☐ No

Gender: ☐ Male ☐ Female ☐ Other

Date of Birth (Year/Month/Day):



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Language:

Languages spoken or written other than English (indicate your level of proficiency – read, write, speak and if you are proficient to conduct a hearing in that language) (30 words maximum).

Diversity:

The Committee recognizes the need to have a compliment of Justices of the Peace that is representative of the population it serves. Please provide information about yourself that you feel would assist in this regard (50 words maximum).

Police Criminal Record Check

Each candidate **MUST** attend their local Police or Royal Canadian Mounted Police (RCMP) Detachment to complete the **Consent for the Release of Police Information Form**. You will need two pieces of Government issued identification, one of which must be photo identification. Criminal Record Checks that are more than 6 months old at the date of application will not be accepted.

Candidates must submit a copy of the results of the Criminal Record Check along with their application or provide the date that the document was requested from the police. Date requested (Y/M/D):

Confidentiality:

All information collected will be kept in confidence by the Committee. The Committee may decide to obtain information from other sources. In making these inquiries, every effort will be made to maintain confidentiality.



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Authorization/Attestation:

I, undersigned hereby, attest that the information in this application is accurate, and I authorize the NWT Judicial Appointments Advisory Committee to make inquiries with respect to my suitability and qualifications for appointment as a Justice of the Peace from any source during the Committee's enquiries and deliberations.

Date _____ Applicant's Signature _____



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CRITERIA FOR EVALUATING CANDIDATES

Basic Requirements

- To be eligible for an appointment as a Justice of the Peace in and for the Northwest Territories, applicants must:
 - be between 19 and 75 years of age;
 - have resided in the Northwest Territories for at least 6 months prior to appointment;
 - be a Canadian citizen;
 - have at least 10 years of work or volunteer experience;
 - apply for a Criminal Record Check and provide the results as part of the application process.
- Justices of the Peace, once appointed, are not permitted to practice as a lawyer in the Northwest Territories, be employed with the GNWT or carry out other employment or volunteer work that would conflict with their role as a Justice of the Peace.

Professional Excellence

- Professional excellence is the paramount criterion in assessing a candidate interested in becoming a Justice of the Peace.
- Applicants must have:
 - a demonstrated interest and commitment to learning about the role of the court in society and respective roles of the judiciary and other participants in the justice system.
 - an excellent reputation within the community;
 - the ability to listen and communicate effectively;
 - the ability to be impartial and unbiased when making decisions;
 - have good writing and communications skills;
 - the ability to work with evolving technology (i.e.: telephone and video hearings, tele warrants, remote appearances, etc.); and
 - the ability to be on-call evenings and weekends as it may be required for certain duties.
- A post-secondary or law degree is an asset but not required.

Community Awareness

- Applicants must have:
 - a demonstrated commitment to public service;
 - an awareness of, and an interest in, knowing about the social problems that give rise to cases coming before Justices of the Peace;
 - a demonstrated sensitivity to cultural and ethnic diversity, including Indigenous peoples' interests and the communities they come from; and
 - experience living and working in northern communities and connection to the Northwest Territories.

Personal Characteristics

- Applicants must:
 - possess an ability to listen and to maintain an open mind while hearing all sides of an argument;
 - have and exhibit respect for the essential dignity of all persons regardless of their circumstances;
 - exhibit politeness, patience and consideration while expressing compassion and empathy for others;
 - possess moral courage and high ethics;
 - have the ability to make decisions on a timely basis and to exercise sound judgment while working independently;
 - be punctual, organized and possess good, regular work habits;
 - have a reputation for integrity and fairness;
 - have the absence of pomposity and authoritarian tendencies; and
 - have the ability to handle social isolation.

Demographic

The Judicial Appointments Advisory Committee recognizes the need to have a complement of Justices of the Peace that is representative of the population they serve.



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2. Professional Experience and Interest in Appointment

(a) What aspects of your education, experience and character would most assist you in discharging the responsibilities of a Justice of the Peace (500 words maximum).



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(b) Please describe your experience with cultural and ethnic diversity and with working with Indigenous and/or northern communities (300 words maximum):



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(c) Please explain why you are interested in being appointed as a Justice of the Peace in the Northwest Territories (300 words maximum).



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3. Community and Civic Activities

The Committee is interested in community activities which, in your view, shed light on your suitability for appointment as a Justice of the Peace. How have your activities served the public?

Describe your community involvement, the nature of the activity, and the length of time of such involvement, the most recent first (500 words maximum).



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4. Membership and/or Participation in Professional Associations

Provide information on your membership(s) in all professional associations, including those associated with the legal profession. Briefly describe your involvement, including when you were involved and advise of those in which you have been more than a fee-paying member (e.g.: serving on committees, holding an executive position) (150 words maximum).

5. Social Media

If you have an internet website or other internet presence, describe it briefly and provide links to your social media site(s) (150 words maximum).



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6. Personal Suitability

- (a) Have you in the past 10 years, had any physical, mental, or emotional health problems, including those related to substance abuse, which interfered with your work? Please describe and explain the extent to which they may affect your duties as a Justice of the Peace?

☐ Yes ☐ No If yes, explain (50 words maximum):

- (b) Do you have any professional, business, or other interests that could cause a conflict or an appearance of conflict if appointed as a Justice of the Peace?

☐ Yes ☐ No If yes, explain (50 words maximum):

- (c) Do you have any civil claims, judgments or serious financial difficulties that may impact on your ability to function as a Justice of the Peace. Include any arrears in child or spousal support and any past or current proposals to creditors or bankruptcy?

☐ Yes ☐ No If yes, explain (50 words maximum):



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- (d) Have you ever been the subject of any disciplinary proceedings or sanctions?

☐

Yes

☐

No

If yes, explain (50 words maximum):

- (e) Are you the subject of any current court order?

☐

Yes

☐

No

If yes, explain (50 words maximum):

- (f) Have you ever been convicted of any offence? You do not have to disclose a conviction for which you have received a pardon (or record suspension), except as it may be relevant to (g) below.

☐

Yes

☐

No

If yes, explain (50 words maximum):

- (g) Please disclose any matters that you reasonably and objectively feel might adversely reflect on you or the Territorial Court of the Northwest Territories should you be appointed as a Justice of the Peace (50 words maximum).



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8. Travel and Work Requirements

- (a) Are you able to travel distances to court circuits that require overnight stays?

☐ Yes ☐ No If no, explain (50 words maximum):

- (b) Are you able to work on-call, on evenings and on weekends and Statutory Holidays?

☐ Yes ☐ No If no, explain (50 words maximum):

- (c) Are you able to use technology necessary to conduct remote hearings by video and/or telephone and handle the transmission of documents electronically?

☐ Yes ☐ No If no, explain (50 words maximum):



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9. Education

- (a) Please describe your formal education including any high school and post-secondary. Please include the date completed, location, name of institution and diploma/certificate obtained. (250 words maximum)



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- (b) List other courses, seminars, and training you have attended that you feel are relevant to this application (250 words maximum).



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10. OTHER CONSIDERATIONS

Is there any other information or anything you think the Committee should know about you in considering your application (250 words maximum)



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11. References with Addresses and Telephone Numbers

Please provide the names of **FOUR** references. Your references **must** include one or more persons who have had direct and recent experience with your participation in community activities and one or more who have had direct and recent experience with your professional work. It is important that contact information be complete and accurate.

All information will be kept in confidence by the Committee. The Committee may wish to obtain information from other sources. In making these inquiries, every effort will be made to maintain confidentiality.

Please specify whether your references are "**Professional**" or "**Community**".

1. Name: ☐ Professional
Address: ☐ Community
Phone Number:
E-mail Address:
2. Name: ☐ Professional
Address: ☐ Community
Phone Number:
E-mail Address:
3. Name: ☐ Professional
Address: ☐ Community
Phone Number:
E-mail Address:
4. Name: ☐ Professional
Address: ☐ Community
Phone Number:
E-mail Address: