

## **Court Officers and Justices of the Peace**

Court Officers and Justices of the Peace are officials responsible for maintaining order in courts, administering justice for minor legal matters, and performing judicial duties. They play a key role in ensuring that legal processes are fair, efficient, and accessible to the public.

### **Duties and Responsibilities (Points):**

- Preside over minor civil, criminal, and administrative cases (Justices of the Peace)
- Issue warrants, summonses, and legal notices
- Administer oaths, affidavits, and declarations
- Enforce courtroom rules and maintain order (Court Officers)
- Serve legal documents and notices to involved parties
- Assist in the execution of court orders and judgments
- Record and maintain court proceedings and decisions
- Coordinate with law enforcement, lawyers, and court staff
- Provide guidance to the public on legal procedures
- Ensure compliance with legal and procedural regulations