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# PROTOCOL – DISTRICT COURT JUDGES’ ASSOCIATES

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*Adopted by the Judges – 14 August 2000*  
*Amended and approved by the Judges – 20 December 2007*  
*Amended and approved by the Judges – 12 October 2009*  
*Amended and approved by the Judges – 6 December 2010*  
*Amended and approved by the Judges – 7 April 2016*

It is noted that Schedule H of the Judges’ Entitlement Handbook deals with Associates and that the Judges have adopted a duty statement for Associates. That duty statement is attached.

## **1. General Principles Governing Appointment**

- 1.1 In selecting a person for appointment as an Associate effect must be given to the general principles governing public employment such as appointment on merit, equal opportunity and the avoidance of nepotism.
- 1.2 Save in exceptional circumstances (as, for example, for a brief period during a temporary vacancy in the office), the Associate selected by the Judge will be a graduand or graduate in law at the time of commencement of employment and will not be a member of the Judge’s own family.
- 1.3 Members of the Judge’s family are not disqualified from appointment as the Associate of another Judge. However, a Judge considering such an appointment should decide to make it only where it is demonstrable that the candidate is amply qualified, such as being an honours graduate or well on track for a law degree.

## **2. Applications for the Position of Associate**

- 2.1 The Director of Courts, at least, annually, will by letter to University Law Schools, by advertisement in a newspaper circulated throughout the State and on the Court website, call generally for applications for the positions of District Court Judges’ Associates.
- 2.2 Application forms and job descriptions for the position of Associate will be available to enquirers from the Director of Courts.
- 2.3 Applications for a position as Associate may be submitted online on the court’s website or made in writing to a particular judge.

## **3. Selection of an Associate**

- 3.1 A short list of prospective appointees will be interviewed by the Judge. The Judge may have another person, such as the Judge’s Associate, present at the interview.

- 3.2 The Judge will notify the Chief Judge or the appropriate court officer of the person to be recommended to the Chief Judge for appointment as that Judge's associate. The appropriate court officer will then process the recommendation through the Chief Judge.

#### **4. Duration of Appointment**

- 4.1 In most cases appointments will be made for a term of one year.
- 4.2 The appointment of an Associate may be terminated by the Chief Judge on the recommendation of the Judge. An Associate's appointment may also be terminated by the Chief Judge accepting the Associate's resignation or for other good reason.

#### **5. Position of Associates during Judge's Absence**

During the Judge's absence on leave the Associate's time at work will be fully and efficiently occupied. The Associate's work will be supervised by another Judge designated for the purpose by the absent Judge. The Associate may work at those times as an Associate in the Supreme Court or District Court, or on designated research in the Library, or on other projects.