

**FILING A NOTICE TO PARTICIPATE IN A TRIBUNAL APPEAL IN THE
NOVA SCOTIA COURT OF APPEAL**

1. If you are a respondent in a tribunal appeal and you wish to participate in the appeal, you must file a notice of intention to participate in the appeal in accordance with Civil Procedure Rule 90.20. You may use this form to do so.
2. You must file your Notice to Participate in Tribunal Appeal no more than ten (10) days after the day the notice of appeal is delivered to you as respondent. These days are calculated as clear, business days in accordance with Civil Procedure Rule 94. This means you do not count the day the notice of appeal was delivered to you, you do not count weekends or holidays, and you do not count the day the document is due.
3. Read the attached Notice to Participate in Tribunal Appeal and fill in the missing information. You will need to add the following information:
 - The year the appeal was started in the top left hand corner
 - The Court of Appeal file number (CA No ____) in the top right hand corner
 - The names of the parties (appellant(s) and respondent(s)) as they appear in the Notice of Appeal
 - Your name after 'The respondent, _____,'
 - Your contact information and designated address for delivery of documents.
4. You must sign and date the Notice to Participate in Tribunal Appeal.
5. You must file with the Registrar of the Court an original copy of your Notice to Participate in Tribunal Appeal, as well as enough copies for each party named in the appeal.
6. You must provide a copy of the Notice to Participate in Tribunal Appeal to each party on the appeal.
7. For more information:
Registrar, Nova Scotia Court of Appeal
1815 Upper Water Street
Halifax, NS
Telephone: 424-8962
Fax: 424-0524