

HINTS AND TIPS FROM THE PROTHONOTARY - REGISTRAR

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COURT DOCKETS FOR FEBRUARY, MARCH AND APRIL

**Please note: the Prothonotaries' Offices will be closed on the following holidays:
Friday, April 19, and Monday, April 22.**

A) Court of Appeal:

Court of Appeal regular chambers will be held on Thursdays at 10:00 a.m. Court of Appeal telechambers are held on Wednesdays at pre-appointed times. Please call ahead to the Deputy Registrar, Cherri Brown, at 902-424-6937 to book a time.

The Court of Appeal posts the docket for appeal hearings, including the date, time, location of the appeal and the panel members, on its website at:

<http://courts.ns.ca/Appeal Court/NSCA dockets.htm>

B) Supreme Court:

Crownside in Halifax will be held on the following Thursdays at 9:00 a.m.: February 21 & 28, March 7, 14, 21 & 28, and April 4, 11, 18 & 25.

Appearance days will be held on Fridays at 12:00 p.m. (noon) in Halifax with the following exceptions: **there will be no appearance day on Friday, April 19.**

PRACTICE TIPS

Court of Appeal:

1. Filing electronic copies of transcript and factum

The Court of Appeal would like to remind counsel and parties of their obligation to file electronic copies of certain documents for appeals, in addition to paper copies.

In particular:

- the appellant is required to file an electronic copy of the transcript when filing their Appeal Book (Rule 90.30(6))
- each party is required to file an electronic copy of their factum (Rule 90.32(6))

The electronic copies should be filed by the same deadline as the paper copy filed with the Court. Electronic copies may be filed by CD / USB, or by email to: appealcourt@courts.ns.ca
Email is preferred, whenever possible.

The electronic document should be in word processing format (not scanned / PDF) and should be sent as a single document. For more information on formatting your electronic document, click here:

<http://www.courts.ns.ca/Appeal Court/NSCA documents/nsca submitting electronic documents.pdf>

Supreme Court:

1. Benchmark turnaround times for processing documents

The Court Administration Office at the Law Courts has prepared a Benchmarks document setting internal turnaround times for processing documents that staff will strive to meet. These benchmarks are being shared for the purpose of managing expectations around the return of documents submitted for filing at the Law Courts. These Benchmarks have been posted on the Courts' website on the 'For the Bar' page, under Notices to the Profession.

As noted on the document itself, these benchmarks are internal guidelines that we strive for at the Halifax Law Courts. They are not set by the Civil Procedure Rules and are not deadlines for staff. They are meant to be used as a guide in determining how to prioritize the volumes of documents that flow through the courthouse. It may be that your documents are processed more quickly some days and not as quickly other days due to staff shortages, for example.

As always, if you have a matter that is particularly pressing, and you wish to have your document returned sooner than the projected benchmark, please indicate this via a cover letter or by contacting a Prothonotary.

STANDING ITEMS – Both Courts:

Free Legal Clinic at the Law Courts

The Law Courts in Halifax continues to be home to the Free Legal Clinic. The Clinic is located on the 2nd floor, just past the Court Administration office. Appointments are available most Thursdays from 9:00 a.m. to 1:00 p.m. Volunteer lawyers meet with clients in simultaneous one-hour sessions during those hours.

The Clinic is intended for self-represented litigants with limited to little experience in the court system. The Clinic provides service for civil matters at the Supreme Court (General Division) and at Court of Appeal, including family law appeals, excluding child protection. It will not provide service on any criminal matters in either court. Assistant for family law appeals at the Court of Appeal will be provided approximately one Thursday per month.

If you have any litigants in mind that you believe might benefit from this service, kindly refer them to the Court Administration office at the Law Courts. Litigants may initiate the sign-up process in person or by telephone at 902-424-3690. For more information, go to the Courts website at:

http://courts.ns.ca/self_reps/nsca-nssc_free_legal_clinic.htm

Liaison Committees

Both the Court of Appeal and the Supreme Court have Liaison Committees that are composed of members of both the Bar and the Bench. These Committees sit approximately twice a year. Counsel are reminded that they are invited to bring forward items they would like raised at Liaison Committee meetings to Bar members of the relevant committees. Current information on committee membership may be obtained from the Nova Scotia Barristers' Society.