

NOVA SCOTIA SUPREME COURT

COVID-19 PRE-HEARING CONFERENCE – JUDGES’ QUESTIONNAIRE										
Court File No:					<i>(Please check appropriate box to the left)</i>					
Hearing Date(s):					NSSC Gen. Division					
Duration:					Trial (Criminal)		Trial (Civil)			
Start Times:	A.M.			P.M.			Application in Court		Chambers Motion	
							Application in Chambers			
Lunch Break:				Is this a continuation of a matter?			YES	NO		
COURTROOM LOCATION:					COURTROOM NUMBER:					
COURTROOM OCCUPANCY:										
What is the maximum capacity of the courtroom where the matter is scheduled?										
PARTIES		Names			Lawyers					
Plaintiff(s) / Applicant(s) / Moving Party(ies)										
Defendant(s) / Respondent(s) / Responding Party(ies)										
Any party(ies) in Custody?		YES	NO		IF YES, WHO?					
Do any Parties have Litigation Guardians?				YES	NO		Is a Litigation Guardian needed?		YES	NO
Is there a request for additional people to attend as supports for Parties / Lawyers?							YES	NO		
Total Number of Named Parties:										
Total Number of Lawyers:										
Total Number of Support Persons:										
Total Number of People Attending:										
WITNESSES		Plaintiff / Applicant /Moving Party			Defendant / Respondent / Responding Party					
Names:										
Schedule of Witnesses:										
Logistics of witnesses’ appearance (Counsel’s plan – i.e., where witnesses will wait and how they will be contacted)										
COMMUNICATION BETWEEN COUNSEL AND PARTIES DURING TRIAL/HEARING										
Has counsel considered how they will confer with their clients and co-counsel while maintaining physical distancing?							YES	NO		
Counsel are to give notice at the Pretrial Conference of an intention to seek leave of the trial judge to communicate with co-counsel or their client by text message or any other method that would not normally be acceptable in court.										
There will be additional considerations, including Sheriffs’ Service protocols where an accused is in custody.										

Does any Party, Witness or Lawyer require additional accommodations? [Are any lawyers/parties/witnesses at a heightened health risk such that additional accommodations in the courtroom may be required?]		YES	NO
Are there personal circumstances that affect the ability of counsel to attend court in person at the scheduled time?		YES	NO
Is Counsel agreeable to proceeding virtually?		YES	NO
Does any Party or Witness require access to videoconferencing services in order to testify?		YES	NO
<i>(remind Parties that requests for videoconferencing must be made at least five (5) days prior to the Court appearance)</i>			
If a Party / Lawyer / Witness intends to participate via Skype what is the email address for the skype invitation:		<i>(e-mail address)</i>	
What technological ability/software does the party or witness have access to?		<i>(e.g. Skype for Business/ Microsoft Teams / Zoom / Google Hangouts)</i>	
If proposal for witness to testify by videoconference, is there consent by the parties?		YES	NO
Will the party/witness appearing via videoconference require access to documents not in their possession:		YES	NO
How will exhibits be addressed?			
Where is the witness located? (time difference)			
Where will the witness testify?		<i>(e.g. Home, courthouse, police station)</i>	
Has the witness executed the requisite undertaking in relation to virtual evidence? (i.e. not to record the proceeding)		YES	NO
Will anyone be present with the witness?	YES	NO	If YES, who?
Is there an Interpreter required?	YES	NO	If YES, how many are required?
Schedule for the Interpreter(s):	<i>(dates / times)</i>		
DOCUMENTS			
What are the documents involved?		Who is preparing copies?	<i>(name)</i>
How will the documents be presented?		Contact Information	Tel: Fax: Email:
Are electronic documents an available option?		YES	NO
Will an electronic courtroom be needed (i.e., ability to project documents onto multiple monitors)		YES	NO
If an electronic courtroom is not available, will one television monitor suffice?		YES	NO
Is a laptop computer required?		YES	NO
Are you able to provide your own laptop?		YES	NO
Is other technology required? (If yes, please specify)		YES	NO
PHYSICAL EXHIBITS			
Are there any physical exhibits?		YES	NO
What physical exhibits are involved?			
How will physical exhibits be handled/presented?			
MEDIA			
Is the matter likely to attract media interest?	YES	NO	General Public Interest?
			YES
			NO
Is there a need for an overflow Courtroom to accommodate numbers greater than those permitted? <i>(i.e. Maximum Courtroom occupation is 10 people)</i>		YES	NO
COVID-19 / QUARANTINE ISSUES			
Are any Lawyers/ Parties/ Witnesses coming from outside of the Atlantic Provinces?		YES	NO
If YES, what is the name of the Lawyer/ Party/ Witness	1	<i>(name)</i>	
On what day does their fourteen (14) days of quarantine expire?		<i>(date)</i>	
	2	<i>(name)</i>	

		(date)
3		(name)
		(date)
Will any of the participants be seeking an exemption under s. 2.6 of the Order of the Medical Officer under the <i>Health Protection Act</i> ?		YES
		NO
Names	Province/Country Travelling From	
What, if any, additional measures need to be considered?		