

INFORMATION SHEET
CRIMINAL COMPENSATION/RESTITUTION

1. If you have been awarded compensation/restitution from a lower court i.e. Provincial Court, and the defendant has defaulted, in payment, you must open a Supreme Court file and secure an execution order.
2. We recommend that you seek legal advice before filing any documentation with the court. If you are representing yourself, the Court requires that you complete the Court Data Information Sheet and Personal Representation form attached and return them to the Court with your documents.
3. The following documents are required to be filed with the Court Administration Office.
 - a) Court Certified Copy of the Lower Court Order (this order must show the dollar amount that was awarded) and must be payable forthwith or the time allowed for payment has expired.
 - b) two (2) copies of the completed Execution Order (Form 79.17A)
 - c) two (2) copies of the completed Certificate of Judgment as per the requirements of the Registry of Deeds
4. There is no filing fee required.
5. If you are forwarding the Execution Order to Sheriff Services for collection, they must have a place of employment and/or name of bank and branch for the defendant. They will also require a copy of the personal property registration from the Registry of Deeds.
6. You will also have to register the Certificate of Judgment at the Personal Property Registry of the Registry of Deeds, 780 Windmill Road, 3rd Floor, Dartmouth, Nova Scotia. Telephone (902)424-4083 for Halifax Regional Municipality. Hours of operation is Monday to Friday 8:30 a.m. to 4:30 p.m. There is a filing fee of \$26.50 for the first year and \$9.25 for each year renewed.
7. Enclosed are information sheets that are required to be filled out for Sheriff Services as well as a sample of the Certificate of Judgment.