

NOTICE OF INTENTION TO ACT ON ONE'S OWN
IN THE SUPREME COURT OF NOVA SCOTIA

1. A party who discharges their lawyer and wishes to act on their own must attend the prothonotary's office to file a Notice of Intention to Act on One's Own (Form 33.07).
2. This document must be filed by the party in person, unless the party has obtained written permission from the prothonotary directing that a personal attendance is not required.
3. Read the attached Notice of Intention to Act on One's Own (Form 33.07). Retype or add in the following information to the form:
 - The year the appeal was started in the top left hand corner
 - The court file number in the top right hand corner
 - The names of the parties
 - The details in the following sections:
 - Discharge of counsel
 - Acting on own, and
 - Contacting prothonotary
 - Your contact information and designated address for delivery of documents.
 - Date and sign the form
4. The Court will keep one copy of this document for filing, and you will need to provide one copy for each party and one for your former counsel.
5. You must immediately deliver a court stamped copy of the notice to your former counsel, and to each party entitled to notice in the proceeding.
6. There is no filing fee for this document.

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