



PROCESS FOR VIEWING FILES AT THE HALIFAX LAW COURTS

Wednesday, Nov. 29, 2023

Effective immediately, media, counsel and others visiting the Halifax Law Courts to search and view civil, criminal or appeal files no longer need to contact Court Administration staff in advance. Searches will be done on a drop-in basis. Appointments are still required to search Probate and Bankruptcy Court files.

Please note that it may not be possible for individuals requesting civil, criminal or appeal files to view them the same day that they are requested. This is due to limited staffing in Court Administration.

If a file request is urgent or if someone has travelled from out of town to view files, they should indicate that when they make their request. In those instances, individuals will be asked to wait until a staff person is available to pull the requested file(s).

If the request is not urgent, staff at the front counter will ask the person to return the next day for viewing. Individuals are welcome to wait, but again, there is no guarantee their requests will be fulfilled that day.

During this time, members of the media may also contact the Communications Director for the Judiciary or other staff in the Executive Office of the Judiciary to assist with accessing files at the Law Courts.

There are three public access computers available for conducting file searches at the Law Courts — two for accessing the Civil Index System (CIS) and one for accessing the Estate Management System (EMA) for Probate Court files.

These computers are located in the room adjacent to the Court Administration Office on the 1st Floor and the area for viewing files is located in the room next to the Sheriff Services Desk on the 2nd Floor. If the public access computers are not logged in properly, individuals should notify front counter staff or call 902-424-6900 for assistance.

We appreciate your patience and cooperation on this issue. Further updates on file access at the Law Courts will be shared as they become available.

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