

**NOTICE TO THE PROFESSION RE:
INTERNAL BENCHMARKS FOR DOCUMENT PROCESSING
(Halifax Law Courts only)**

Tuesday, Feb. 19, 2019

Staff at the Law Courts in Halifax have developed internal benchmarks, or guidelines, for determining how to prioritize the volumes of documents that flow through the courthouse on any given day. Below is a table outlining those benchmarks to help members of the Bar understand when their documents may be processed, depending on staff resources.

<i>DOCUMENT TYPE</i>	<i>BENCHMARK</i>	<i>NOTES</i>
Application	Same day	Unless there is something to be checked/verified
Judicial Review	3 business days	
Supreme Court Appeal	1-2 business days	
Court of Appeal – Appeal	1-2 business days	
Supreme Court Motion	1-2 business days	
Prothonotary Orders	Processed as they come in at the front counter	Unless they come in at the end of the day in large batches
Chambers Orders	Processed in court	Unless the order needs to be reviewed by a judge
Default Documents	1 week (5 business days)	
Subpoenas	1-2 business days	
Discovery Subpoenas	1-2 business days	

These benchmarks are not set by the Civil Procedure Rules and are not deadlines for staff, although Court Services will strive to meet them whenever possible.

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. Thank you in advance for your cooperation.