

**HOW TO START A CIVIL ACTION**  
**IN THE SUPREME COURT OF NOVA SCOTIA**

1. A person may start an action by filing a Notice of Action (Form 4.02A) along with a Statement of Claim (Form 4.02B) . A notice of action **must include a Statement of Claim** as part of the notice (Civil Procedure Rule 4.02(1) and (2)).
2. To commence this action there is a **filing fee of \$200.09 plus \$28.75 for a law stamp.**
3. The “Court Data Information Sheet” is to be completed by a self represented plaintiff(s) and filed with the Court.
4. Read the Notice of Action carefully . Retype the Notice of Action to contain your information. Pay particular attention to the sections you must complete:
  - a) Whether the action is within or not within Rule 57
  - b) Fill in the court address for filing and delivering documents
  - c) Provide your contact address for delivery of documents
  - d) Indicate the place of trial
5. The Statement of Claim must set out in numbered paragraphs the nature of the claim you are making against the defendant(s). It must be dated and signed by you.
6. You must file the original Notice of Action with attached Statement of Claim and at least three (3) copies with the court. If your Notice of Action is in correct form , the Prothonotary will sign and certify the copies which will be returned to you for service. Your Affidavit of Service (Form 31.05) should be filed as soon as possible after service has taken place upon the defendant(s).
7. It is recommend that you seek legal advice before filing any documentation to start a court action and the court staff will provide you with a resource list to assist you in this regard.