

HINTS AND TIPS FROM THE PROTHONOTARY - REGISTRAR

**ANNETTE M. BOUCHER, Q.C.
May 12, 2009**

COURT DOCKETS

Supreme Court Crownside in Halifax will be held on the following dates: May 14, 19 and 28, 2009. Please note that May 19 is a Tuesday as there will be no Crownside on Thursday, May 21st, 2009.

Appearance Days will be held at 12 noon on May 1, 15 and 29th, 2009. There will be no Appearance Day on May 22, 2009

The Supreme Court judges are having their semi-annual court meeting on May 21st and 22nd, 2009 and thus the court will not be sitting on those days. There will be no Chambers on May 21st or 22nd.

COURT OF APPEAL

- 1. Counsel are reminded that Civil Procedure Rules 90.16(5) and 91.10, require the Appellant to delivery a copy of the Notice of Appeal filed with the Nova Scotia Court of Appeal to the lower court and the judge appealed from.**
- 2. A copy of the written decision and order which are the subject of the appeal need are to be filed at the same time as the Notice of Appeal - see Civil Procedure Rule 90.11(2).**
- 3. A copy of the Order issued by the lower court is required on a motion for directions to set the appeal down for hearing pursuant to Civil Procedure Rule 90.15.**

SUPREME COURT

- 1. If there is an “out of the ordinary” aspect to a filing, a cover letter MUST accompany the documents to alert staff to this. By way of example - if an affidavit is being sent for filing and is unsworn, a letter must explain that the sworn one will be filed within the prescribed time frames in the rules - absent a letter the document will not be accepted for filing. I must impress on counsel the need for these cover letters. The cover letters assist staff and reduce the number of documents being returned non-processed to counsel.**

2. When an order is being submitted to the court it must indicate before whom the order is being taken out, i.e. "BEFORE THE HONOURABLE JUSTICE..." or "BEFORE THE PROTHONOTARY..."

A.M.B.