

HINTS AND TIPS FROM THE PROTHONOTARY - REGISTRAR

ANNETTE M. BOUCHER

October 14, 2005

Please note that there will be no Appearance Day on the following dates: October 21, November 11 and December 16, 2005. *Please note that Appearance Day will be held on December 9, 2005 contrary to what was noted in earlier issues of this information piece.*

Supreme Court Crownside in Halifax will be held on the following dates: October 18, 27, November 3, 10, 17, 24, December 1, 8, 15 and 22, 2005. Please note that some of these dates are for Tuesday rather than Thursday.

For the week of October 17th, 2005 - please note that there will be NO REGULAR Supreme Court Chambers on Wednesday, October 19th, Thursday, October 20th or Friday, October 21st, 2005.

For the week of October 17th, 2005 - please note that Court of Appeal Telephone Chambers will be held MONDAY, October 17th, 2005 and Court of Appeal Chambers will be held on TUESDAY, October 18th, 2005.

For the week of November 21st, 2005 - please note that Court of Appeal Telephone Chambers will be held TUESDAY, November 22nd, 2005 and Court of Appeal Chambers will be held on WEDNESDAY, November 23rd, 2005.

For the week of December 5th, 2005 - please note that Court of Appeal Telephone Chambers will be held on MONDAY, December 5th, 2005 and Court of Appeal Chambers will be held on TUESDAY, December 6th, 2005.

COURT OF APPEAL

1. Counsel are advised that where they refer to any one of the eighteen (18) Supreme Court of Canada cases attached to the September 23, 2005 Prothonotary Hints and Tips piece they need **NOT** include that case in their Book of Authorities.

SUPREME COURT

1. The criminal bar is advised that forms and information sheets are now available and are now to be used when filing applications for Supreme Court Crownside. These forms are to be used effective October 17, 2005 and examples are posted on the courts website : http://www.courts.ns.ca/supreme/sc_forms.htm
2. When fax filing please include a fax cover sheet noting clearly the number of pages being faxed so that the entire document rather than only parts of the document are properly filed with the court.
3. When the original documents, which were previously faxed to the court, are presented for filing, please insure that it is clearly noted that the document was previously faxed to the court. This will ensure that the faxed copy and the original copy are properly matched together. Originals requiring the payment of court filing fees must **PROMPTLY** be filed after being faxed, that is to say the next business day the Court Administration office is open.
4. Where additional hearing material or follow-up (after the hearing) material is being filed with the court, please ensure that a Document Cover Sheet is attached indicating the material is to be directed to a specific judge. Where no Document Cover Sheet is included court staff are unaware of the reason for the filing and thus will simply file the material in the court file without bringing it to the attention of the judge.
5. In the June 18, 2004 issue of this information piece, I spoke of Supreme Court Document Cover Sheets at item 6 under the Supreme Court section and attached an example of the Cover Sheet. Initially counsel were very compliant in using the sheet and it greatly facilitated the proper return of documents to counsel. In the last number of months I note that the use of this sheet has decreased significantly. Please ensure that the Cover Sheet is used when sending loose documents to the court administration office. This of course excludes packages of documents for Chambers for which you use a Chambers Cover Sheet.

A.M.B.