

HINTS AND TIPS FROM THE PROTHONOTARY - REGISTRAR

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February 25, 2005

COURT OF APPEAL

1. In keeping with the Civil Procedure Rules filings on appeals consist of the Appeal Book, the Appellant's Factum and Book of Authorities and the Respondent's Factum and Book of Authorities. In recent past counsel for Appellants and Appellants themselves have been either filing or requesting to file "reply submissions" to the Respondent's Factum. This is not permitted by the Rules. Unless specific direction has been given by the Chambers judge, in that regard, at the time of setting the appeal down, such submissions will not be accepted for filing at the Court Administration Office.
2. Please be advised that filing dates set in Chambers are being strictly enforced by the Court Administration staff. Counsel are agreeing to the dates when they are being assigned by the Chambers judge and thus are expected to complete their filings on the assigned dates. For counsel outside the metropolitan Halifax area, please remember that your courier service is **NOT** same day delivery and thus sending out your filing on the date it is due will not be sufficient to meet the filing deadline.
3. At Court of Appeal Chambers counsel will have noticed Sheriff services often screening persons attending Chambers. This is on the direction of the judges of the court.

SUPREME COURT

1. Appearance Day is held weekly on Friday at 12 noon . In the upcoming months counsel are reminded that there will be no Appearance Day on Good Friday, March 25. Appearance Day will be held every Friday in April, 2005.
2. Effective September 29, 2004, new Party and Party Tariffs under the Costs and Fees Act, were published in the Royal Gazette and apply to cases commenced after September 29, 2004. It is hoped that the new tariffs will be included in the next scheduled updates for the Civil Procedure Rules published by Butterworths.
3. Counsel are reminded that Civil Procedure Rule 13 requires that pleadings be closed before an application for summary judgement can be brought forward to the court for consideration.

4. Pursuant to Civil Procedure Rule 37.05(2)(a), service of an application brought by way of Originating Notice (Application) is at least ten (10) clear days. The four (4) clear day service requirement applies to an Interlocutory Notice (Application Inter Partes) as set out in Rule 37.05(2)(b).
5. In the May 7, 2004 issue of the Prothonotary's Hints and Tips, I included a directory to assist counsel and their support staff in more efficiently directing their calls within the Law Courts building. Unfortunately, this has not worked as well as expected and I continue to personally receive a large volume of telephone calls for matters such as "what is the filing fee for...". Please find below a new updated directory which I would ask you refer to and share with your support staff.

A.M.B.

Directory Assistance for the Law Courts

Reception 424-4900

1. General inquiries
2. Hours of Operation
3. Fax numbers
4. Daily Docket information

Court Administration Switchboard 424-6900

1. filing fees
2. status of certified copies of orders
3. appointments for commissioner of oaths/ notarizing documents
4. fax filing questions
5. questions regarding the filing of documents
6. self help kits - precedents

Justice Officer III - 424-6904

1. Judgments/ Execution Order

File Vault 424-6909

1. copies of divorce certificates
2. checking court files for filings or documents
3. file requests

Exhibit Clerk 424-2238

1. questions regarding exhibits

2. physical access to and viewing of exhibits
3. file requests for Chambers for lower court files for Court of Appeal

Scheduling Office (see list)

1. Dates or removal from the court docket
2. Date Assignment Conference times
3. Booking Court rooms for external uses.

Criminal Scheduler: 424-7967

Chambers/ Civil Scheduler: 424-7963

Jury Scheduler: 424-2729

Justice Officer II 424 -6907

1. satisfaction pieces
2. sheriff services

Deputy Registrar of Bankruptcy 424-6908

1. Bankruptcy filings
2. Bankruptcy hearing dates

Probate Court 424-7422

1. Probate filings
2. Probate hearing dates

Sheriff Services 424 - 8212

1. Sheriff's accounting
2. Payment of monies in and out of Court

Prothonotary / Registrar of Court of Appeal 424-6187

1. Court of Appeal extensions
2. Court of Appeal - questions regarding Rules and procedures
3. Case Management Issue including Appearance Day
4. Prothonotary - questions regarding Rules and procedures
5. Computation of time issues
6. Appointments for notarizing of documents

Deputy Registrar of Court of Appeal 424-6937

1. Court of Appeal Chambers - questions regarding scheduling

Supervisor of Court Administration 424-6902

1. Emergency Protection Orders
2. Customer Service issues
3. Request for tapes of Court Hearings

Supervisor of Judicial Support/ Central Services 424-6938

1. Questions regarding translation services
2. Audio visual aids for courtrooms
3. Inquiries regarding videoconferencing