

HINTS AND TIPS FROM THE PROTHONTARY - REGISTRAR

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This is my second monthly information piece relating to “practical tips” for your filings and appearances before the Supreme Court in Halifax and the Court of Appeal.

COURT OF APPEAL

- 1.** Where counsel intends to seek leave of the court to cross examine on affidavit evidence on a Court of Appeal Chambers application, counsel are to contact the Registrar in advance of the hearing to inform the court of this request.
- 2.** Telephone Chambers is available **only** for setting down appeals. Telephone Chambers is held on Wednesday at a pre-arranged time through Joan Flewelling, Deputy Registrar at 424-6937.
- 3.** Amendments to the Notice of Appeal can be made within 20 days of the filing of the Notice of Appeal and thereafter only with leave of a Chambers judge (Rule 62.04(4)). The amended Notice of Appeal must be filed with the court and served upon the Respondent(s) forthwith.
- 4.** Where a Chambers matter is settled prior to the hearing, counsel are asked to telephone and fax the Registrar and the judge’s secretary informing the court of the settlement.

SUPREME COURT

- 1.** Faxes from counsel to judges relating to Regular and Special Chambers are to be addressed to the Presiding judge in Chambers **and** the first line of the letter is to be bolded stating the case name and the date and time of the Chambers hearing. Where the fax is of an urgent nature the word urgent is to be bolded and capitalized on the top of the letter/fax. This will ensure that urgent faxes are remitted to the

Chambers judge in a timely fashion.

- 2.** Where a chambers matter is settled or an adjournment is being requested counsel are directed to Practice Memorandum No. 2 (IV B. 6.) that requires they notify the judge by telephoning the judge's secretary along with a letter or fax to the judge and to the Prothonotary. Sending a fax only to the Prothonotary's office is not sufficient.
- 3.** For emergency Chambers applications counsel are directed to Practice Memorandum No. 2 (IV B. 3). Counsel are reminded that the judge will make the determination based on the letter from counsel as to whether the matter is an emergency or not.

A.M.B.