

## HINTS AND TIPS FROM THE PROTHONOTARY - REGISTRAR

ANNETTE M. BOUCHER, Q.C.  
July 6, 2009

### COURT DOCKETS

Supreme Court Crownside in Halifax will be held on the following dates: July 9<sup>th</sup>, 23<sup>rd</sup>, and August 6<sup>th</sup> and 20<sup>th</sup>, 2009.

Appearance Days will be held at 12 noon on July 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>, 2009 and August 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>, 2009 **\*\*\*NOTE: On July 10<sup>th</sup> Appearance Day will be held at 9:30 am rather than 12 noon**

Starting July 1<sup>st</sup>, please note that regular 9:30 am Supreme Court Chambers will only be held on Tuesday, Wednesday and Thursday. There will be NO chambers on Monday or Friday of each week.

The Court of Appeal chambers scheduled is unchanged during the summer.

### 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.

### 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. Court staff have been directed to enforce the court filing dates for Chambers documents as set out in the Civil Procedure Rules. Where counsel are unable to file documents for Chambers at the prescribed dates, they must send a letter to the Prothonotary requesting an extension of the filing date. The Prothonotary will speak

to the judge presiding and will advise counsel of the judge's determination on the question.

3. Commencing in September 2009, a pre-trial conference protocol for criminal Supreme Court matters will be in place at The Law Courts. The protocol is attached and counsel who practice in this area are asked to become familiar with the protocol and the pilot project.

**A.M.B.**