



COVID-19: PERSONAL SERVICE VIA EMAIL IN THE SUPREME COURT (GENERAL DIVISION ONLY)

Friday, April 17, 2020

Until further notice, unless a judge directs otherwise, the Supreme Court will permit personal service to be effected by email as required by the Civil Procedure Rules for civil and family matters in the General Division only, as long as the following conditions are met.

For personal service to be effected by email during the COVID-19 pandemic, the party, or counsel for the party, to whom personal service is required must agree in advance to receive documents via email. As well, the party serving the documents through this method must receive an acknowledgement of receipt.

Service of any materials sent by email to counsel for a party or to a party who is self-represented shall be deemed effective on the date the email is sent, or, if sent after 4:30 p.m., on the next business day. Counsel or a party who is self-represented must acknowledge receipt of service.

This directive applies to all procedures outlined in the Civil Procedure Rules for which personal service is required. Nothing in this directive affects service requirements established by any statute, which may only be varied or amended by the legislature.

This directive is further to, and should be read in conjunction with, other directives and notices issued by the Supreme Court in relation to the COVID-19 pandemic. Those notices are available online [here](#).

For the purpose of this directive, the acceptance of pre-arranged and accepted email service shall continue from April 17, 2020, until further notice of the Supreme Court. Such notice will be announced on the [COVID-19 updates page](#) on the Courts' website.

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