

THE PROVINCIAL COURT OF NOVA SCOTIA

# SUMMARY OFFENCE TICKETS & NIGHT COURT

Please check for Youth Charges

**Summary Offence Information** Police # **100000**

Nova Scotia

day of \_\_\_\_\_ 20\_\_\_\_ Time \_\_\_\_\_ M / A/C or P

\_\_\_\_\_ Mile \_\_\_\_\_

\_\_\_\_\_ Police \_\_\_\_\_ Force Code \_\_\_\_\_

\_\_\_\_\_ County \_\_\_\_\_

COMMIT THE OFFENCE OF:



# THE PROVINCIAL COURT OF NOVA SCOTIA

136 Charlotte St., Sydney | 902-563-3510

*The following is legal information only and may not apply in all instances. For legal advice on your specific situation, you should speak with a lawyer.*

## WHAT IS A SUMMARY OFFENCE TICKET (SOT)?

Summary offence tickets are issued by peace officers for offences under Nova Scotia laws, like the *Motor Vehicle Act*, municipal bylaws, and some federal laws. They are not criminal charges. The ticket shows you the offence you have been charged with, a brief police record of the information relating to the offence, the due date before which you must visit the Court Administration Office, and the court which has jurisdiction over your case.

## I GOT A TICKET — NOW WHAT?

If you receive a summary offence ticket, you have two options: plead guilty and pay the fine or file a Notice of Intention to appear in court. In either instance, your first stop will be to the Court Administration Office. Staff there will walk you through the process but they cannot provide legal advice.

OPTION 1 — PAY THE FINE	OPTION 2 — FILE A NOTICE OF INTENTION TO APPEAR IN COURT
<p>If you pay the fine on or before the due date on your ticket, you do not have to go to court. This is the equivalent of pleading guilty. It also means you are waiving your right to a hearing.</p> <p>There is more information on the next page on how to pay your ticket.</p>	<p>If you want to:</p> <ul style="list-style-type: none"><li>• Plead not guilty and have a trial;</li><li>• Plead guilty and make submissions on your penalty; or</li><li>• Plead guilty where no amount is specified in the Summons;</li></ul> <p>...then you must first file a Notice of Intention to appear in court. To do this, you or your representative must visit the Court Administration Office on or before the date indicated on your ticket.</p>

## HOW DO I PAY MY TICKET?

There are three ways to pay your ticket:

- Pay **online** at <https://novascotia.ca/sns/access/services/fine-payments.asp>.
- **Mail** your signed ticket and a money order or cheque to the address indicated on the ticket. Cheques must be made out to 'The Provincial Court'. ***Do not send cash in the mail.***
- Pay in **person** at any courthouse in Nova Scotia. Payment can be made by cash, cheque, money order, debit, MasterCard or Visa. Please bring your ticket with you.

## I WANT TO ARGUE MY TICKET – WHERE WILL MY CASE BE HEARD?

If your ticket was issued in the Cape Breton Regional Municipality, your matter will be heard at the courthouse in Sydney at 136 Charlotte Street. Most summary offence matters are heard by a Presiding Justice of the Peace in the evening. This is often referred to as Night Court. You should try to arrive early. If you arrive late for your court appearance, you may be convicted in your absence.

## WHEN DOES NIGHT COURT SIT?

In Sydney, Night Court sits every Wednesday for *Motor Vehicle Act* offences. Occasionally, Night Court will also sit on Tuesday evenings, as needed, to deal with any backlog.

## I CAN'T MAKE IT TO COURT – WHAT DO I DO?

It is your responsibility to make it to court on the date and time indicated. If you do not make it to court, you may be convicted in your absence and if a license suspension applies, your driver's license will be suspended.

A Justice of the Peace may grant adjournments for valid reasons, particularly when you apply for an adjournment well before the trial date. **If you are unable to attend Court for any reason, contact the Court Administration Office immediately at 902-563-3510.** Staff can assist with adjournment requests but they cannot adjourn your matter — that is up to a Justice of the Peace.

## WHAT HAPPENS IF I DON'T SHOW UP IN COURT?

In most instances, a Justice of the Peace will enter a conviction in your absence. If a license suspension applies, your driver's license will also be suspended. A notice of conviction will be mailed to you showing the fine you must pay, default time, and a date by which the fine must be paid.

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## WHAT IF I MISSED THE DUE DATE & STILL WANT TO CONTEST MY TICKET?

Within 60 days of your conviction date, you can visit Court Administration and ask that your conviction be struck. A Justice of the Peace will strike your conviction, provide you with a certificate and a trial date at which you can now appear to contest the ticket.

Beyond 60 days of your conviction date, you can visit Court Administration and ask for a hearing before a Provincial Court Judge. In these instances, there is an application fee of \$54.50 per ticket or \$81.75 for multiple tickets with the same conviction date. For multiple tickets with different conviction dates, the application fee is \$54.50 per ticket.

## WHAT HAPPENS IF I HAVE BEEN CONVICTED AND DON'T PAY MY FINE?

Your fine may be sent to another government department for collection. As well, if you were convicted of any motor vehicle related offence, the Nova Scotia Registry of Motor Vehicles may refuse to renew your driver's license or vehicle permit, or provide you with any other service until the fine is paid. The Registry will also charge you an additional fee to regain that privilege.

## ADDITIONAL RESOURCES

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Registry of Motor Vehicles: 1-800-670-4357 | [askus@novascotia.ca](mailto:askus@novascotia.ca)  
[www.novascotia.ca/sns/rmv](http://www.novascotia.ca/sns/rmv)

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Courts of Nova Scotia [www.courts.ns.ca](http://www.courts.ns.ca)

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Pay a Fine Online [novascotia.ca/sns/access/services/fine-payments.asp](http://novascotia.ca/sns/access/services/fine-payments.asp)

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LISNS Lawyer Referral Service 902-455-3135

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## #TalkJustice

#TalkJustice is a new way to engage Nova Scotians on their experiences with the provincial justice system. The data collected is helping launch new initiatives, like this one, that make it easier for people to deal with their legal problems. LEARN MORE AT [www.talkjustice.ca](http://www.talkjustice.ca)