

**INFORMATION SHEET**  
**SUPREME COURT CRIMINAL MATTERS**

**Application to Appear in Crownside in Halifax**

In criminal matters before the Supreme Court attendance before a judge is required for the setting of hearing dates as well as for the hearing of certain applications and motions.

**Outside of Halifax, you should contact the Prothonotary for that Court to inquire about the documents you will be required to file and when you may appear before the Court.**

In Halifax, on such matters you will be required to attend Supreme Court Crownside which is held weekly in Halifax, on Thursday at 9:00 a.m.

When filing documents for appearance in Halifax, your written application must be filed no later than 10:00 a.m. on the Wednesday preceding the Thursday on which you will be attending Crownside.

You will require at least three (3) copies of your Notice of Application to Appear in Crownside. The court will keep the original and remit to you the two (2) copies which you must serve on either the Provincial, the Federal or the Municipal Crown at the address noted on the Notice of Application.

We do recommend that you seek legal advice regarding any court application and suggest that you contact either Nova Scotia Legal Aid in Halifax at 420-6538; 420-6550 or 420-3450 or Nova Scotia Legal Aid in Dartmouth at 420-8815 or 420-8818 or Dalhousie Legal Aid at 423-8105 or the Legal Information Society of Nova Scotia at 455-3135.