

## INSTRUCTIONS FOR ELECTRONICALLY FILING DOCUMENTS WITH THE NOVA SCOTIA COURT OF APPEAL (E-FILING)

Tuesday, June 16, 2020

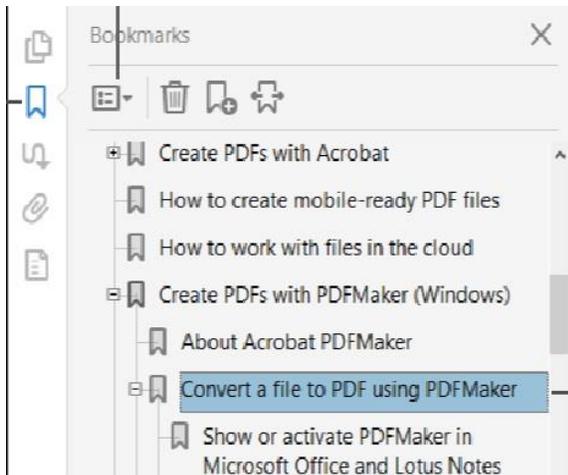
Documents that are required to be filed electronically (factum and transcript) and any other documents permitted to be filed electronically with the Nova Scotia Court of Appeal must meet the following requirements before they will be accepted by the Court:

- Electronic documents must be filed in word-processing format and/or text searchable PDF format. For scanned PDF documents, an Optical Character Recognition (OCR) format must be used to make the documents text searchable. If filing materials in text searchable PDF format, all attachments must also be text searchable.
- Electronically filed documents must be formatted in a manner that complies with the Nova Scotia Civil Procedure Rules (See Rules 90.30 – 90.33 for civil matters and Rules 91.15 – 91.19 for criminal matters).
- All electronic documents must be filed either by email to [appealcourt@courts.ns.ca](mailto:appealcourt@courts.ns.ca) or through delivery of a USB flash drive. The email or USB drive must be labelled with the court file number.
- In addition to the court file number on the email or USB, all documents filed electronically must be individually named in a manner that identifies their contents. For example: “Factum of the Appellant”; “Factum of the Respondent”; “Appeal Book Part I”; “Trial Transcript [DATE]”.
- Appeal Books should be filed as a single electronic Word or PDF document, rather than a series of separate attachments. Trial transcripts and other similar documents should be merged into one single document (rather than separate files for different trial dates, etc.). Please see the instructions below on how to merge electronic documents. If the size of the document is too large to send as an email attachment, documents may be divided into smaller parts and labelled accordingly (e.g. Appeal Book Vol. I, Appeal Book Vol. II, etc.).
- Rather than e-filing books of authorities, the preference is for parties to hyperlink their factums to the judgment databases found on the websites of Canadian Courts or [www.canlii.org/en/index.html](http://www.canlii.org/en/index.html), and where not available on either, to LexisNexis Quicklaw or WestlawNext Canada. However, if this is not possible or feasible, then books of authorities are to be filed electronically in accordance with the e-filing protocols described herein. If books of authorities are filed electronically, then electronic highlighting of the relevant passages is requested.
- Parties are also encouraged to hyperlink the key documents referred to in their factums and to use PDF bookmarks to facilitate navigation of the materials filed, particularly for larger appeals.

## Merging Electronic Documents

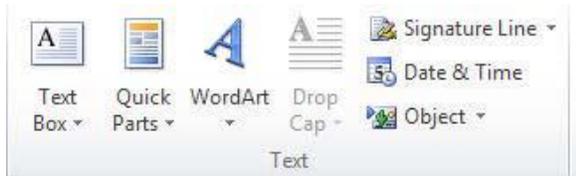
If you have created your document in multiple sections, please merge those sections into a single document. To do that, follow the steps below for merging documents in Microsoft Word or Adobe programs.

If merging documents in Adobe, the program will automatically create a tabbed index that you can view by clicking on the “Bookmark” image along the left margin:



## Microsoft Word

To merge the documents, open one document and save it. Move your cursor to the spot in the body of the document where you want to insert the next document. In the tabs across the top of the page, click “Insert” and look for this section:



Click the arrow beside “Object”. In the dropdown menu, you will see the option “Text from File”. Click that, which will pop up a box allowing you to browse for the next document. Add the next document and repeat this process for as many documents as you need to add. When you have all the documents merged as a single document, follow the page numbering instructions below.

## In Adobe Acrobat (for PDFs)

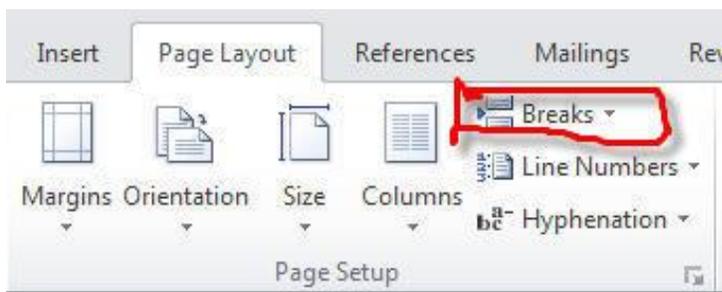
Open the software on your device. Open the “Tools” tab and select “Combine Files.” Click “Add Files” and select the files you want to include. You can merge PDFs or a combination of PDFs and other electronic files.

To add the files, click the desired document from its location (i.e. your desktop), then drag and drop it into the open Adobe window. You can reorder the files or press "Delete" to remove any content you no longer want to include.

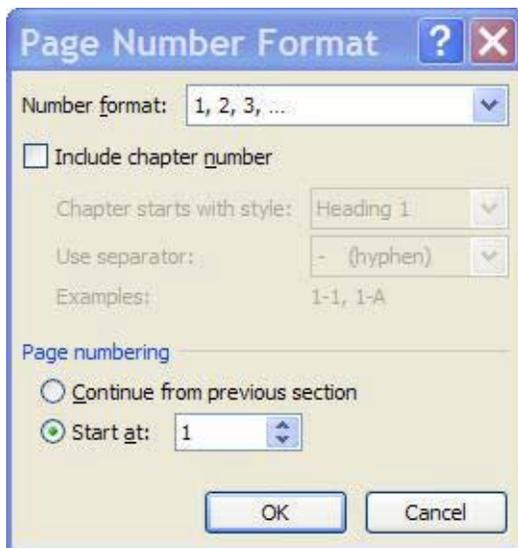
When the documents are in the proper order, click "Combine Files". Rename the new merged PDF and click save.

## Page Numbering

In Microsoft Word, scroll to the page in your document where you want the numbering to begin. In the tabs across the top of the page, select "Page Layout" and then click the arrow beside "Breaks".



In the dropdown menu, click on "Next Page" and go to "Insert" – "Page Numbering" – "Format Page Numbers":



You can start your document at any page number you choose. To do that, click on "Page Numbering" – "Start At". Change the number in that box. If the page numbers do not appear, go to Insert – "Page Numbering" – "Top of Page" and choose a style (i.e. Plain Number 1).