

## **HINTS AND TIPS FROM THE PROTHONOTARY - REGISTRAR**

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### **CHANGES AT THE PROTHONOTARY'S OFFICE**

I have returned from maternity leave and resumed my role as Provincial Prothonotary for the Supreme Court and Registrar for the Court of Appeal. Tim Morse has resumed his role as Prothonotary and Deputy Registrar. Our contact information is listed above.

### **COURT DOCKETS FOR DECEMBER AND JANUARY**

**Please note: the Prothonotaries' Offices will be closed on the following holidays: the afternoon of Monday, Dec. 24 (Christmas Eve), Tuesday, Dec. 25 (Christmas Day), Wednesday, Dec. 26 (Boxing Day) and Tuesday, Jan. 1 (New Year's Day).**

#### **A) Court of Appeal:**

Court of Appeal regular chambers will be held on Thursdays at 10:00 a.m. Court of Appeal telechambers are held on Wednesdays at pre-appointed times. Please call ahead to the Deputy Registrar, Cherri Brown, at 902-424-6937 to book a time.

**The week of Dec. 24, regular chambers will be held on Thursday, Dec. 20, at 10:00 a.m., and telechambers will be held at pre-appointed times in the afternoon on Thursday, Dec. 20.**

The Court of Appeal posts the docket for appeal hearings, including the date, time, location of the appeal and the panel members, on the Courts of Nova Scotia website at: [http://courts.ns.ca/Appeal Court/NSCA\\_dockets.htm](http://courts.ns.ca/Appeal Court/NSCA_dockets.htm)

In addition to posting the current appeal hearing term, the Court now posts a 'Rolling Docket', which means that once appeals are set down they are added to the online docket.

## **B) Supreme Court:**

Crownside in Halifax will be held on the following Thursdays at 9:00 am: Dec. 6, 13 and 20, and Jan. 3, 10, 17, 24 and 31.

Appearance days will be held on Fridays at 12 p.m. (noon) in Halifax with the following exceptions: **there will be no appearance day on Dec. 14.**

## **PRACTICE TIPS**

### **Supreme Court:**

#### **1. Reconsideration Conference**

The Supreme Court Judges would like to remind counsel of their obligation to request a reconsideration conference in accordance with ***Civil Procedure Rule 4.17***. This Rule states:

A party who becomes aware, after the date assignment conference, of information that materially affects the forecast of trial readiness or the estimate of the length of trial, **must immediately** request a conference to reconsider the trial dates.  
[emphasis added]

#### **2. Motions by Correspondence**

The Supreme Court Judges would like to remind counsel to provide a covering letter when filing a motion by correspondence. This letter should outline the authority that allows the motion to be heard by correspondence.

#### **3. Covering Letters**

The Court Administration office reminds counsel that it is always helpful to provide a covering letter or cover sheet, explaining what is being filed and providing any other information necessary, to promote efficient processing of your documents. This helps staff who review the documents by identifying what is being filed and flagging anything out of the ordinary.

#### **4. Orders Appealed From**

When filing a notice of appeal, please remember to attach a copy of the order appealed from as well as the written decision, if available.

## **5. Notices of Public Auction – Foreclosure Proceedings**

Counsel who are advertising Notices of Public Auction in foreclosure proceedings are reminded that the Notice of Public Auction must contain the standard heading for the proceeding and must be in the form provided by Practice Memorandum No. 1 (see paragraph 2.7 of the PM).

### **Both Courts:**

#### **Free Legal Clinic at the Law Courts**

The Law Courts in Halifax continues to be home to the Free Legal Clinic. The Clinic is located on the 2<sup>nd</sup> floor of the Law Courts and is held most Thursdays from 9:00 a.m. to 1:00 p.m. in two simultaneous one-hour sessions held by volunteer lawyers.

The Clinic is intended for self-represented litigants with limited experience in the court system. The Clinic provides service for civil matters at the Supreme Court (General Division) and at Court of Appeal, including family law appeals but excluding child protection appeals. It will not provide service on any criminal matters in either court. Assistant for family law appeals at the Court of Appeal will be provided approximately one Thursday per month.

If you have any litigants in mind that you believe might benefit from this service, kindly refer them to the Court Administration office at the Law Courts. Litigants may initiate the sign-up process in person or by telephone at 902-424-6900 for Supreme Court matters, and 902-424-6937 for Court of Appeal matters. For more information, go to the Courts' website: [http://courts.ns.ca/self\\_reps/nsca-nssc\\_free\\_legal\\_clinic.htm](http://courts.ns.ca/self_reps/nsca-nssc_free_legal_clinic.htm)

#### **Liaison Committees**

Both the Court of Appeal and the Supreme Court have Liaison Committees that are composed of members of both the Bar and the Bench. These Committees sit approximately twice a year. Counsel are reminded that they are invited to bring forward items they would like raised at Liaison Committee meetings to Bar members of the relevant committees. Current information on committee membership may be obtained from the Nova Scotia Barristers' Society.