

**SELF-REPRESENTED APPELLANTS**  
**INTERLOCUTORY OR COSTS ONLY APPEALS BEFORE**  
**THE NOVA SCOTIA COURT OF APPEAL**

1. Read the attached Notice of Application for Leave to Appeal and Notice of Appeal (Interlocutory) or (Costs Only), Form 90.09/10 carefully and retype the Notice of Application for Leave to Appeal and Notice of Appeal with your own information. An interlocutory appeal is an appeal from a decision which is not a final disposition of the matter before the lower court – typically this would be an appeal from a decision or an order of a Chambers judge. A costs appeal is one from an order of costs.
2. You must include the date and time for the Motion for Directions as part of the Notice of Application for Leave to Appeal and Notice of Appeal. The date may be a Thursday at 10:00 a.m. OR can be heard at a pre-booked time in telephone Chambers on a Wednesday. To pre-book a telephone Chambers you must contact the Deputy Registrar at 902-424-6937. The motion date must be at least four (4) days, but no more than fifteen (15) days after the Notice of Appeal is filed. Time is calculated in accordance with Civil Procedure Rule 94 – this is more fully explained at paragraph 7 below.
3. Civil Procedure Rule 90 applies to all civil appeals before the Nova Scotia Court of Appeal – review the rule on the courts website at: [www.courts.ns.ca](http://www.courts.ns.ca).
4. You must file an original and two (2) copies of your Notice of Appeal with the Registrar of the Court. These three (3) copies are kept by the court. You must submit enough additional copies so there is one for each Respondent, one to attach to each affidavit of service and one for yourself. A copy of the decision and order you are appealing must be filed with the Notice of Appeal, if the decision or order is in writing – see Civil Procedure Rule 90.11(2). By way of example, if there are two (2) Respondents on the appeal you are commencing, you file eight (8) copies with the court. The court will keep three (3) copies and five (5) Registrar certified copies will be returned to you, one for each Respondent, one for each affidavit of service and one for you.
5. A person may appeal from a decision for which no order is issued, but the order must be filed with the court before the appeal is set down for hearing – Civil Procedure Rule 90.15.
6. The court filing fee is \$218.05.
7. A Notice of Appeal must be filed with the Registrar of the Nova Scotia Court of Appeal within ten (10) days of the date of the decision or order you wish to appeal. Remember time is calculated in accordance with Civil Procedure Rule 94. This means that you do not count the date the decision you wish to appeal was made, you do not count any Saturday or Sunday or holiday on which the Prothonotary's office is closed and you exclude the 10<sup>th</sup> day. By way of example:

if the decision you wish to appeal was rendered on January 12<sup>th</sup> – the Notice of Appeal must be filed no later than January 27<sup>th</sup>.

- 8.** As the Appellant, you must serve one copy of the Notice of Appeal on each Respondent before the deadline set out at item 7 above has expired. This means that the Notice of Appeal must be served on each Respondent within the ten (10) day period. You must provide proof of service of the Notice of Appeal on the Respondents to the Registrar by filing an Affidavit of Service on Form 31.05.
- 9.** As the Appellant, you must also send a copy of the Notice of Appeal to the judge from whose judgment the appeal is brought – Civil Procedure Rule 90.16 (5).
- 10.** Your Notice of Appeal must set out grounds of appeal that are clear and concise. Grounds of appeal are limited to error of law or judicial error.
- 11.** For the Motion for Directions, you must file a Certificate of Readiness Form 90.26 with the Court of Appeal before your motion to set the appeal down for hearing is heard. Remember the Certificate of Readiness must be filed five (5) days before the Motion for Directions is heard – Civil Procedure Rule 90.26 (1).

For more information:  
Registrar, Nova Scotia Court of Appeal  
1815 Upper Water Street  
Halifax, NS  
Telephone: 902-424-8962  
Fax: 902-424-0524

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