

PERSONAL REPRESENTATION FORM
Designated Address for Delivery of Documents

Full name (underline name used): _____		
Address: _____		
_____	Postal Code	_____
Phone numbers: Home: _____	Work: _____	
Cell: _____	Other: _____	
Email: _____		
File Number(s): _____		
I am the: ☐ Applicant/Plaintiff ☐ Respondent/Defendant ☐ Third party/other		

Certificate

I certify that the above address is my address for receiving court documents, and any court document sent, mailed, or delivered, to this address will be treated by the court as though I received it personally.

Date

(Signature)

I confirm I will notify court staff of any changes

If my address or contact information provided above changes, I undertake to immediately notify court staff, in writing, of the change or my new address where I can receive documents in relation to this proceeding.

If I do not do this, I understand my application, action, response, or answer could be dismissed, or proceed in my absence, without further notice to me.

Date

(Signature)

ACTING ON ONE'S OWN: RULE 34

I, _____, acknowledge that I have received a copy of Civil Procedure Rule 34, and the explanation and instruction sheet on page 4 of this document, and I undertake to comply with this Rule.

Date

(Signature)

PLEASE NOTE: This information on these pages will be placed in the court file.

PERSONAL REPRESENTATION

I acknowledge:

_____ I am acting on my own behalf in these legal proceedings at this time.
Initials

_____ I have been advised by NS Court Services staff to seek legal advice from a
Initials lawyer who is a practicing member of the Nova Scotia Barristers' Society so that I can be
informed about my rights and obligations in relation to this legal proceeding.

_____ I understand that there are risks involved if I do not obtain legal advice or if I
Initials represent myself in this legal proceeding.

_____ I do not hold NS Court Services staff responsible for the form or content of any of the
Initials documentation I have signed, prepared or filed as I am acting on my own behalf and I am
responsible for the documentation that I have signed, prepared or filed.

_____ I understand that NS Court Services staff cannot provide me with legal advice.
Initials

_____ I have been provided with a list of legal services, on the third page of this document,
Initials which gives me information on some of the ways in which I may be able to obtain legal
advice or representation.

Getting Legal Advice & Finding a Lawyer

It is always a good idea to speak with a lawyer if you are involved with the court process. Only a lawyer can give you legal advice about your situation. Court staff and other legal information providers cannot give you legal advice. This sheet contains information about some of the ways you can get legal advice in Nova Scotia. For additional resources, visit www.nsfamilylaw.ca or www.courts.ns.ca.

Nova Scotia Legal Aid: Legal Aid will provide you with information or advice, or if you qualify, a lawyer for your case. Their website is www.nslegalaid.ca, and the office numbers are below.

Amherst	(902) 667-7544	Halifax (family law)	(902) 420-3450	New Glasgow	(902) 755-7020
Annapolis Royal	(902) 532-2311	Halifax (adult criminal)	(902) 420-6583	Port Hawkesbury	(902) 625-4047
Antigonish	(902) 863-3350	Halifax (HRM appeals)	(902) 420-2820	Sydney	(902) 563-2295
Bridgewater	(902) 543-4658	Halifax (HRM youth)	(902) 420-6569	Sydney (duty counsel)	(902) 539-7026
Dartmouth (criminal)	(902) 420-8815	Halifax (social justice)	(902) 420-3464	Truro	(902) 893-5920
Dartmouth (mental health services)	(902) 420-4901	Halifax (HRM duty counsel)	(902) 420-7800	Truro (Northeast Corridor)	(902) 893-5372
Dartmouth (family)	(902) 420-7921	Kentville	(902) 679-6110	Windsor	(902) 798-8397
Dartmouth (CFSA)	(902) 420-8897	Liverpool	(902) 354-3215	Yarmouth	(902) 742-7827

Summary Advice Counsel Service (Family Law only): The Summary Advice Counsel is a lawyer who assists people who need legal advice on a **FAMILY LAW MATTER**, but who do not have a lawyer. Free service, no income requirements.

Amherst	(902) 667-2256	Pictou	(902) 485-7350
Annapolis	(902) 742-0500	Port Hawkesbury	(902) 625-2665
Antigonish	(902) 863-7312	Shubenacadie	(902) 893-4272
Bridgewater	(902) 543-4679	Sydney	(902) 563-2085
Halifax	(902) 424-5616	Truro	(902) 893-5840
Kentville	(902) 679-6070	Windsor	(902) 679-6075
		Yarmouth	(902) 742-0500

Legal Info Nova Scotia: Legal Info NS is a non-profit organization that operates the Lawyer Referral Service. Contact the Service to get the name and number of a lawyer in your area to arrange a 30-minute appointment with them for \$20 + tax. For more information visit www.legalinfo.org, or call (902) 455-3135 or toll-free at 1-800-665-9779.

Access to Justice & Law Reform Institute of Nova Scotia: This Institute makes recommendations to improve, modernize & reform laws and address access to justice. It offers a *Legal Information and Legal Help Directory* here: <https://lawreform.ns.ca/wp-content/uploads/2022/11/Legal-Information-and-Legal-Help-Directory-August-2022.pdf>

Employee Assistance Plan (EAP): If you are employed, you may have an EAP through your workplace, or your current spouse or partner may have an EAP that you can use. EAPs sometimes include a free or discounted meeting with a lawyer. Check with your Human Resource Department or a supervisor or manager to see if you have an EAP.

L'Association des juristes d'expression française de la Nouvelle-Écosse (AJEFNÉ) is a non-profit organization whose mission is to refer, guide and offer the necessary tools to the Acadian and Francophone population, lawyers, its members and partners in order to facilitate and improve their access to legal services in French here: <https://ajefne.ns.ca/justice-access>

African Nova Scotian Justice Institute (ANSJI): This institute addresses issues of systemic racism in the criminal justice system that negatively impact African Nova Scotians while ensuring fair, legal and constitutional treatment of all African Nova Scotian community members. Visit <https://www.ansji.ca/> or call (902) 492-5619 or [CONTACT | ansji](#).

Mi'kmaw Legal Support Network (MLSN): This network was created to develop and maintain a new relationship between the criminal justice system and the Mi'kmaq and Indigenous people of Nova Scotia. For more information, including phone numbers for the four offices, visit <https://mlsn.ca/>.

Private lawyers: You can find contact information for lawyers in the phonebook or online. You may have a friend or family member who knows a lawyer they can refer you to. You may be able to get help finding a lawyer through the Nova Scotia Barrister's Society at www.nsbs.org, or by calling (902) 422-1491.

Civil Procedure Rule 34

Information and Instruction Sheet

Rule 34 addresses how a party, who does not have a lawyer, proceeds in representing him/herself.

It sets out that **a party is required:**

1. to know that the Civil Procedure Rules apply to their court proceeding
2. to make best efforts to understand and comply with the Rules (see below for access to Rules)
3. not to communicate with a judge outside a trial or hearing unless permission is given by the judge and every effort is made to include the other party(ies) in the communication
4. to communicate with any other party who has a lawyer (counsel) as directed by the lawyer.
5. If a party wants to challenge a lawyer's direction, a motion may be made to a judge to address the issue.
6. to provide a "designated address" and the form for this is provided with this sheet.

You may ask procedural questions of a court officer at the Supreme Court regarding the case. Court officers can provide further information to you, but they cannot give you legal advice. If your matter is in the Family Division, the court officer managing your case will provide direction on what documents to file and general information on procedure.

If you need a person to assist you, Rule 34 provides for a person to assist a party at a trial or hearing:

1. a party may have an assistant only with the judge's permission
2. the party must be present with the assistant, when the assistant speaks for the party
3. a person may not speak for a party without permission of a judge, unless that person is a lawyer, articled clerk, or other approved category.
4. the judge may withdraw permission to have an assistant at any time

If you think that you may fall within one of the following categories you will likely need to consult a lawyer: litigation guardian, trustee, executor, administrator, receiver, corporate party, or agent.

Access to Civil Procedure Rules

Online: Nova Scotia Courts website: <https://www.courts.ns.ca/operations/rules>

Public Libraries: check with your local public library about public-use computers to access the online information.

Law libraries:

- Sir James Dunn Law Library (Dalhousie University)
 - located in the Weldon Law Building, 6061 University Avenue, Halifax – (902) 494-2124
- Nova Scotia Legislative Library:
 - located in Province House, 1726 Hollis Street, Halifax – (902) 424-5932
- Nova Scotia Barristers' Society Library:
 - located on the 7th floor of the Law Courts, 1815 Upper Water Street, Halifax – (902) 425-2665