



COURTS *of* NOVA SCOTIA

Process for Viewing Files at the Halifax Law Courts

November 29, 2024

Effective Monday, December 2, front counter services for Court Administration at the Halifax Law Courts will be open 8:30 a.m. to 4:30 p.m. Previously, the front counter had closed daily between 11:30 a.m. and 1:00 p.m. The drop box in the front lobby of the Law Courts will continue to be used for mail and documents being filed with the Court.

As [communicated in November 2023](#), media, counsel, and others visiting the Halifax Law Courts to search and view civil, criminal, or appeal files no longer need to contact Court Administration staff in advance. Searches can be done on a drop-in basis. Appointments are still required to search Probate and Bankruptcy Court files.

Unless a file is offsite or otherwise unavailable, requests to view files will be completed same day.

There are three public access computers available for conducting file searches at the Law Courts — two for accessing the Civil Index System (CIS) and one for accessing the Estate Management System (EMA) for Probate Court files.

These computers are located in the room adjacent to the Court Administration Office on the 1st Floor and the area for viewing files is located in the room next to the Sheriff Services Desk on the 2nd Floor. If the public access computers are not logged in properly, individuals should notify front counter staff or call 902-424-6900 for assistance.

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