

**CASEFLOW MANAGEMENT
PROCEDURE MANUAL FOR LITIGANTS**

SUPREME COURT OF NOVA SCOTIA (HALIFAX)

updated on February 19, 1998

I Originating Notice (Action)

Selecting a Track

1. When commencing an action by way of Originating Notice (Action), the action must be placed on a track pursuant to C.P. Rule 68. Factors to consider in determining the appropriate track are set out in Rule 68.04(2). These include, but are not limited to, complexity of the issue, anticipated costs of the proceeding, importance to the public of the issues, number of parties, and amount of supervision required.
2. The choice of track should be indicated on the top right corner of the Originating Notice, above the court number. The choice of track will be one of Standard, Fast, Complex, or Holding. [For more information of the specific tracks, see below.]

Exclusions from Caseflow

3. Please note that Proceedings Against the Federal Crown (as a defendant, third party or fourth party), Foreclosures, Quieting of Titles and Mechanics' Liens have been excluded from the caseflow management project.

Standard Track by Default

4. If the track is not indicated on the top of the Originating Notice, Court Administration staff will place the case on the Standard Track.

Provide Address, Phone & Fax

5. Originating Notices and other documents must include the complete address and telephone number of the Plaintiff and Defendants. Fax numbers should be included if they are available. This information will be used to send notices, letters, and to make phone calls to the parties.
6. Court Administration staff will be scrutinizing the documents and will be directed to return documents which do not include the name and address of each party.

II Case Information Statement

1. When an Originating Notice (Action) is filed with the Court Administration Office, and the case is opened on the computer database system, the system will automatically generate four copies of the Case Information

II Case Information Statement (continued)

Statement for the track selected by the Plaintiff. When an Originating Notice (Third Party) is filed, a Case Information Statement will be manually generated by the staff, placing the Third Party action on the same track as the main action. [Samples of the Case Information Statement are set out under Tab A.]

2. The Case Information Statement provides the Plaintiff and Defendant with filing deadlines for documents such as the affidavit of service, defence, default judgment, list of documents, and discovery status report.
3. If the track indicated in the Originating Notice is "Complex," the Case Information Statement will include a deadline for the status conference at which the supervising judge will set future deadlines.
4. If the Track selected in the Originating Notice is "Holding," the Case Information Statement will only list the 6 month deadline for renewal of the Originating Notice, and will not include any deadlines for the filing of other documents.

Case Information Statement Part of Originating Notice

5. Court Administration staff will attach the Case Information Statement to the front of the original and each copy of the Originating Notice. The Case Information Statement becomes part of and must be served with the Originating Notice.

Disagreement with Selected Track

6. The Case Information Statement also contains a Defendant's Reply section at the bottom. This section is used by the Defendant to disagree with the track selected by the Plaintiff and to advise the court that the Defendant intends to defend.
7. If the Defendant intends to defend the action, the Defendant must return the Case Information Statement to the Court Administration's Office and serve it on the Plaintiff within 10 days of service of the Originating Notice.
8. If the Defendant disagrees with the track selected by the Plaintiff the Defendant must indicate an alternate track on the form. If there is a dispute regarding the track, the Defendant must advise the Plaintiff of the disagreement and the parties must make efforts to reach an agreement regarding the appropriate track for the matter.

II Case Information Statement (continued)

9. If the parties reach an agreement regarding the track selection, the Caseflow Management Office must be notified immediately so that the appropriate deadlines can be applied to the case. Until the Caseflow Management Office is advised or ordered otherwise, the case will be monitored according to the track selected by the Plaintiff.
10. If no agreement can be reached between the parties, Caseflow Administration staff will ask a judge to determine the appropriate track for the case. This judge will be the Supervising Judge for the case and will deal with all future matters relating to the conduct of the action. [See below for more details regarding the role of the Supervising Judge.]

Changing Tracks

11. At any time that the parties wish to switch the track of the action, the Caseflow Management Administrator must be advised to ensure that an updated Case Information Statement outlining case deadlines is circulated.

Approval Necessary for Move to the Complex Track

12. The parties may not switch to the complex track without the agreement of the Supervising Judge.

III Affidavit Of Service

1. Rule 68 stipulates that the Originating Notice must be served within 30 days of filing on the Fast Track, and within 60 days of filing on the Standard and Complex Tracks.

Renewal of Originating Notice

2. Cases on the Holding Track do not need to be served for at least six months after filing. However the provisions of Rule 9.07 still limit the validity of the Originating Notice to 6 months, subject to renewal. Under Rule 9.07(4) the Originating Notice, if not served, can be dismissed within 3 months after the conclusion of the validity period. These Rules apply to all cases in the Caseflow Management Pilot Project.

Defence or Demand for Particulars Operates as Proof of Service

3. On each of the Fast, Standard and Complex Tracks, the Affidavit of

III Affidavit Of Service (continued)

Service must be filed with the Court Administration Office within 10 days of service of the Originating Notice. [See Rules 68.12(2), 68.13(2), and 68.14(2)]. If a Defence or a Demand for Particulars is filed, this will eliminate the need to file the Affidavit of Service, under Rule 68 and Rule 9.07.

Notice of Dismissal

4. If an action is not defended, failure to file the Affidavit of Service will result in 10 days Notice of Dismissal of the action being given by the Prothonotary to the Plaintiff. If the Affidavit of Service or a Defence is not filed within the 10 day notice period, the Prothonotary may issue an order dismissing the action.
5. One suggestion for ensuring that this requirement is met would be to have the process server deliver the completed Affidavit of Service to the Court Administration Office directly after serving the document, instead of having it returned to the Plaintiff or solicitor who will then have to file it. There are commissioners of oaths on staff who can swear the Affidavit of Service.

IV Defence

1. The Defence should include the track designation above the court file number, as well as the addresses and phone numbers for each Defendant, or Defendant's counsel.

Rule 12- Default Judgment Still Applies

2. Despite the deadline which Rule 68 sets out for filing the Defence on each track, the provisions of Rule 12 regarding Default Judgment still apply. The Defendant should be aware that Default Judgment may be entered by the Plaintiff unless the Plaintiff agrees to extend the time for filing the Defence. Any extension for filing the Defence is limited by the deadline for filing the Defence set out in each track.
3. Default Judgment may be entered even if the action is on the Holding Track.
4. If the Defence is not filed within the time limits set out in the Rule, the Plaintiff can enter Default Judgment against the Defendant. Default

Judgment shall be entered by the Plaintiff within 10 days of default of the Defence. Failure to file the Default Judgment will result in 10 days Notice of Dismissal of the action being given to the Plaintiff by the Prothonotary. If the Default Judgment is still not filed, the Prothonotary may issue an order dismissing the action.

V All Documents

1. All documents for files in the Caseflow Management Pilot Project should include the track designation above the court file number. As well, documents should include up-to-date addresses and phone numbers of the parties or their solicitors.

VI List of Documents

1. Each track requires a List of Documents to be filed by each party within a specific time limit.
2. If the deadline passes and the List of Documents is not received, Caseflow Management staff will contact the party or their solicitor to ascertain the cause of the filing delay. Staff will use their discretion in determining whether a filing extension should be granted.
3. If counsel indicate that the filing deadline cannot be met, the case will be referred to a judge for review. If the case already has a Supervising Judge responsible for the case, the matter will be referred to that Supervising Judge. If there is no Supervising Judge on the case, Caseflow Management staff will ask a judge to assume responsibility for the case.

VII Discovery Status Report

1. Each track sets out a period of time in which the parties have to complete discovery of expert and non-expert witnesses. At the conclusion of the non-expert discovery period set out in the Rules, each party must file a Discovery Status Report. [see Tab A for precedent]
2. If the case will involve one or more experts, and discovery of these experts is required, note this on the Discovery Status Report. This report is used to schedule subsequent events in the case.

3. If one or more parties fail to file a Discovery Status Report the Caseflow Management staff will contact the party to determine the cause of the filing delay. Staff will use their discretion in determining whether a filing extension should be granted.
4. If counsel indicate that discovery has not been completed, the case will be referred to a judge for review. If the case already has a Supervising Judge responsible for the case, the matter will be referred to that Supervising Judge. If there is no Supervising Judge on the case, Caseflow Management staff will ask a judge to assume responsibility for the case.

VIII Supervising Judge

1. Each case will have a supervising judge responsible for assisting the parties in meeting the track deadlines.
2. If a case meets all the deadlines, as prescribed by the rules, the supervising judge will not become involved in the progress of the litigation until discovery is concluded and the settlement conference is scheduled.
3. If a case fails to meet the deadlines prescribed by the rules, Caseflow Management staff will first contact the parties to see if a short extension of the deadlines will keep the case moving forward.
4. If a case is still unable to meet the deadlines, it will be referred to a Judge for review. The judge who takes on the role of monitoring the case, will be the Supervising Judge for the case.
5. Cases requiring supervision will be divided equally among the Supreme Court Judges permanently located in Halifax.
6. Each judge will have an equal portion of the Fast, Standard and Complex cases which have been filed and require supervision. Judges will be asked in rotation to supervise cases.
7. The supervising judge may not be chosen or selected by the parties or the court staff.
8. The parties will be advised who the Supervising Judge is by the Caseflow Management staff at the time the judge assumes responsibility for the case.

9. A meeting or discussion between the parties and the Supervising Judge regarding issues relating to the case is called a Case Management Conference.

IX Case Management Conference

1. A Case Management Conference may be held at any time at the request of the parties or the Supervising Judge.
2. A request for a Case Management Conference should be in writing, filed with the Prothonotary and served on the other party.
3. If a Judge has not yet assumed responsibility for supervising the action, on receipt of a request for a Case Management Conference, the Caseflow Management staff will ask a judge to take on the role of Supervising Judge for the case.
4. When the date and time of the Case Management Conference are set, notice of the date of the Case Management Conference will be given by the Supervising Judge to all the parties.
5. Case Management Conferences may be held by telephone conference call.
6. If the parties wish to have the Case Management Conferences recorded (whether in court or on a telephone conference call) they must include this request in their conference request.
7. The Supervising Judge may direct that the litigants attend or participate in the conference with their counsel.
8. If the Supervising Judge is not available to hold a Case Management Conference, the Caseflow Management Administrator may ask another judge to replace the supervising judge temporarily.

X Interlocutory Applications

1. Effective March 3, 1997, for cases on the Fast and Standard Tracks, most Applications will be dealt with in Chambers as they were before Caseflow.
2. All Applications will be filed at the Court Administration Office as they traditionally have been. The following documents are required under

X Applications (continued)

Rule 37 and Practice Memo #2: an Interlocutory Notice, Affidavit, draft Order, and a Chambers Cover Sheet (see Revised form under Tab A), plus a \$25 cheque.

3. Based on the type of application [see Lists A, B and C below], the documents will **either** be directed to the judge sitting in Chambers on the date specified by counsel on the Chambers Cover Sheet, **or** will be sent to the supervising judge for scheduling. The Chambers judge will deal with all the List A and B Applications scheduled for that week in Chambers. All other matters (List C) will go to the supervising judge for the file.
4. The distinction between List A and B is primarily related to the process used by court staff to assign a supervising judge. The types of Applications included on List A will be dealt with in Chambers and will not trigger assignment of a supervising judge.
5. List B Applications will also be dealt with in Chambers but will automatically be assigned to the Chambers judge who will act as supervising judge for the file for all future matters. If a List B matter is adjourned to another date, the judge in Chambers on the original date will still be the judge assigned as supervising judge.
6. The Applications included on List A and B will always be directed to Chambers even if the file has had a supervising judge previously assigned. The supervising judge on the file will not change as a result of the Chambers judge hearing the application. **However, the supervising judge must be notified of any List B application.** This notification to the supervising judge will be effected by the filing of an extra copy of the Chambers documents at the time the application is filed. Please note that the revised Chambers Cover Sheet has a space on it to indicate to whom each copy of the documents are to be directed.
7. List C includes all matters which are not listed under A and B, including track disputes and settlement conferences on Fast and Standard Track matters and all Applications for Complex Track matters. These will continue to be directed to the supervising judge on a file if one has been assigned. If an assignment has not been made, on receipt of the application, the Caseflow Management Administrator will ask a judge to take responsibility for the file.

X Applications (continued)

8. An application for an order which may be granted by the Prothonotary will be dealt with as usual.

Applications (In Summary):

1. File your Interlocutory Notice at the Court Administration Office (Interlocutory Notice, Affidavit, Draft Order, Revised Chambers Cover Sheet & \$25.00). If the file already has a supervising judge and your application is included on List B, remember to file two sets of documents: one for the Chambers judge and one for the supervising judge.
2. If the application type is listed on List A or B, the application will be heard in Chambers by the Chambers judge.
3. If the application is on List B, the first scheduled Chambers judge will become your supervising judge until completion of the settlement conference.
4. If the List B matter is adjourned, the judge originally handling the file (in Chambers or otherwise) will continue to act as supervising judge even though another judge will hear the application on the adjourned date.
5. Applications on List A do not trigger the assignment of the file to a judge for supervision.
6. Settlement conferences and other matters not included on List A or B will be directed to a supervising judge.
7. Applications on Complex Track matters will continue to be dealt with by the supervising judge.
8. An application for an order which may be granted by the Prothonotary will be dealt with as usual.

LIST A For Fast and Standard Track Cases Only	LIST B For Fast and Standard Track Cases Only
The Applications included on List A will be dealt with in Chambers and will not trigger assignment of a supervising judge. If a supervising judge is already assigned to the case, the matter will still be dealt with in Chambers.	List B Applications will be dealt with in Chambers but will automatically be assigned to the Chambers judge who will act as supervising judge for the file for all future matters. If a supervising judge is already assigned to the case, the matter will still be dealt with by the Chambers judge and notice of the application must be given to the supervising judge.
Adding a Party	Change of Venue
Amendment of Pleadings	Contempt: Scheduled Hearing of Matter
Application to Intervene	Interlocutory Injunctions
Appointing a Guardian Ad Litem	Interpleader Relief
Appointment of Receiver	Set Aside Default Judgment
Approval of Agreements	Striking Action
Consent Orders	Striking Defence
Consolidation of Actions	Summary Judgment
Contempt : Setting the Hearing Date	LIST C For Cases on All Tracks All Applications related to matters on the Complex Track will be forwarded to the supervising judge. All Applications related to Fast and Standard Track matters not included on Lists A & B will be forwarded to the supervising judge.
Default Judgment	
Discovery in Aid of Execution	
Order to File Documents, Meet Deadlines	
Renewing the Originating Notice	
Security for Costs	
Strike Jury Notice	
Substituted Service	
Withdrawing as Solicitor	

XI Settlement Conference

1. If the case has not been settled by the conclusion of the discovery period set out in the Rules, the case will automatically be scheduled for a settlement conference. The Supervising Judge's judicial assistant will send a notice of the date of the Settlement Conference to all the parties.
2. The supervising judge will preside over the Settlement Conference. For any case without a supervising judge, Caseflow Administration staff will ask a judge to take on the responsibilities of supervising judge for the case.
3. In preparation for the Settlement Conference, the parties must file the Record for the Trial judge and any expert reports, as well as the items set out in the Practice Memos.

XII Setting Down for Trial

1. If the Settlement Conference does not resolve the case, Date Assignment information will be gathered by the supervising judge and the matter will be scheduled for trial by the Trial Coordinator. A Notice of Date for Trial will either be arranged at the end of the settlement conference or sent by the Trial Coordinator to all the parties.
2. If the date assigned for trial conflicts with a previously scheduled court appearance, the parties should contact the Trial Coordinator to determine if alternate dates may be assigned.
3. Trial briefs shall be filed in accordance with the deadlines set out in Rule 28.07.

XIII Final Orders

1. Upon the conclusion of a matter, whether by trial or otherwise, the Plaintiff is responsible for filing the final order within 10 days. The Caseflow Management staff will remind the parties of this obligation, should the final order not be filed within 10 days of the conclusion of the trial.

XIV Holding Track

1. If the Plaintiff must commence an action to preserve a limitation period but does not want to serve the Originating Notice immediately, the case should be placed on the Holding Track. This could apply to cases where the parties are discussing settlement, where the damages are not yet clear, where the Plaintiff wishes to consult experts to determine whether the action is viable, etc.
2. The case may be left of the Holding Track for 6 months, after which the Caseflow Management staff will contact the Plaintiff (a Holding Track Review letter will be faxed to the Plaintiff) to determine whether the Plaintiff intends to leave the case there for another 6 months. Staff will use their discretion in determining whether to allow the case to remain on the Holding Track.
3. If the Caseflow Management staff do not agree that the matter should remain on the Holding Track, staff will ask a judge to take over the responsibilities of Supervising Judge for that case.
4. The Supervising Judge will decide whether the case will remain on the Holding Track. A telephone conference with the Plaintiff or solicitor may be arranged by the Supervising Judge.
5. When the Plaintiff is ready to serve the Originating Notice, an amended Originating Notice can be filed changing the track designation in the top right corner of the Notice to either Fast, Standard, or Complex. The Caseflow Management staff will produce the amended Case Information Statement for the new track, attach it to the front of the Originating Notice so that it can be served with the Notice [see Information Sheet under Tab B].
6. If the matter is served on the Holding Track, the track must be changed with consent of the Defendant [see Information Sheet under Tab B].
7. Once the track has been changed, the case will proceed according to the deadlines set out for that particular track.

XV Fast Track

1. If a case is not complex and the parties believe it can be concluded within 8 months of commencement, the case should be placed on the Fast Track.
2. Service of the Originating Notice shall occur within 30 days of filing.
3. The time for filing the Defence can be extended to 30 days.
4. The parties have 45 days from the close of pleadings to complete any expert and non-expert discovery necessary.
5. If not settled or otherwise concluded, the case will be scheduled for trial within 8 months of filing.

XVI Standard Track

1. If a case is more complex, will involve some expert discovery, requires some supervision by a judge, and the parties believe it can be concluded within 23 months of commencement, the case should be placed on the Standard Track.
2. Service of the Originating Notice shall occur within 60 days of filing.
3. The time for filing the Defence can be extended to 45 days.
4. The parties have 6 months from the close of pleadings to complete any non-expert discovery necessary.
5. If expert discovery is required, the parties will have an additional 8 months to complete the discovery of experts.
6. If not settled or otherwise concluded, the case will be scheduled for trial within 23 months of filing.

XVII Complex Track

1. If a case is complex, involves multiple parties, expert discovery, requires regular supervision by a judge, and the parties believe it will take up to 36 months to conclude the matter, the case should be placed on the Complex Track.
2. Service of the Originating Notice shall occur within 60 days of filing.
3. The time for filing the Defence can be extended to 45 days.
4. A case management conference will be held within 7 months of the filing of the Originating Notice. At this conference, the Supervising Judge, in consultation with the parties will determine the filing deadlines for other documents and the timing of other events in the course of the action.
5. This time table will then be entered into the computer data base at the Court Administration's Office where it will be monitored in the same manner as cases on the other tracks.
6. If not settled or otherwise concluded, the case will be scheduled for trial within 36 months of filing.

Tab A

Forms

- i. Case Information Statements
- ii. Discovery Status Report
- iii. Case Management Conference Request
- iv. Revised Chambers Cover Sheet

Form 68.01A

TRACK SELECTED - FAST OR STANDARD

SH. No.[COMPUTER ENTER NUMBER]

IN THE SUPREME COURT OF NOVA SCOTIA
Halifax Caseflow Management Project

Between:

[COMPUTER ENTER PLAINTIFF'S NAME]

vs.

[COMPUTER ENTER DEFENDANT'S NAME]

CASE INFORMATION STATEMENT

To the Plaintiff and Defendant:

TAKE NOTICE that the documents in this case must be filed in accordance with the deadlines set out below unless otherwise ordered. Failure to file documents in accordance with these deadlines may result in this action being dismissed.

NAME OF DOCUMENT:	DUE ON OR BEFORE:	TO BE FILED BY:
Affidavit of Service	[computer enter date]	Plaintiff
Defence	10 days after service of the Originating Notice	Defendant
Default Judgment	10 days after service of Originating Notice if no Defence filed	Plaintiff
List of Documents	[computer enter date]	Plaintiff and Defendant
Discovery Status Report	[computer enter date]	Plaintiff and Defendant

To the Defendant:

IF YOU INTEND TO DEFEND this action, the following section must be completed by you and returned to the Court Administration's Office within 10 days after the Originating Notice is served on you. **THIS IS NOT A DEFENCE. YOU MUST FILE A DEFENCE WITHIN 10 DAYS OF SERVICE. With the Plaintiff's lawyer's consent, the time for filing your Defence may be extended from 10 days to a maximum of [30] [45] days.**

Name of Defendant:(please print)_____

(Check One only:)

- I/We agree with the Plaintiff's track selection.
 I/We disagree with the Plaintiff's track selection.
I/We select the _____ track.

Date:_____ Signature of Defendant or Solicitor:_____

IN THE SUPREME COURT OF NOVA SCOTIA
Halifax Caseflow Management Project

Between:

[COMPUTER ENTER PLAINTIFF'S NAME]
vs.
[COMPUTER ENTER DEFENDANT'S NAME]

CASE INFORMATION STATEMENT

To the Plaintiff and Defendant:

TAKE NOTICE that the following filing deadlines must be met unless otherwise ordered. Failure to file documents in accordance with these deadlines may result in this action being dismissed.

NAME OF DOCUMENT:	DUE ON OR BEFORE:	TO BE FILED BY:
Affidavit of Service	[computer enter date]	Plaintiff
Defence	10 days after service of the Originating Notice	Defendant
Default Judgment	10 days after service of Originating Notice if no Defence filed	Plaintiff
NAME OF EVENT	TO BE HELD ON OR BEFORE	
Status Conference	[computer enter date]	
Trial	[computer enter date]	

Other deadlines will be determined by the supervising judge at the status conference.

To the Defendant:

IF YOU INTEND TO DEFEND this action, the following section must be completed by you and returned to the Court Administration's Office within 10 days after the Originating Notice is served on you. **THIS IS NOT A DEFENCE. YOU MUST FILE A DEFENCE WITHIN 10 DAYS OF SERVICE. With the Plaintiff's lawyer's consent, the time for filing your Defence may be extended from 10 days to a maximum of [45] days.**

Name of Defendant:(please print)_____

- (Check One only:) I/We agree with the Plaintiff's track selection.
 I/We disagree with the Plaintiff's track selection.
I/We select the _____ track.

Date: _____ Signature of Defendant or Solicitor: _____

TRACK SELECTED - HOLDING
SH. No.[COMPUTER ENTER NUMBER]

IN THE SUPREME COURT OF NOVA SCOTIA
Halifax Caseflow Management Project

Between:

[COMPUTER ENTER PLAINTIFF'S NAME]
vs.
[COMPUTER ENTER DEFENDANT'S NAME]

CASE INFORMATION STATEMENT

To the Plaintiff and Defendant:

TAKE NOTICE that this action has been placed on the Holding Track for a period of six months. Failure to renew the Originating Notice or file an Affidavit of Service within six months may result in this action being dismissed. The following deadlines apply to this action

NAME OF DOCUMENT:	DUE ON OR BEFORE:	TO BE FILED BY:
Affidavit of Service or Application for an Extension of Time on the Holding Track	[computer enter date] (6 months)	Plaintiff
Renewal of Originating Notice	[computer enter date] (6 months)	Plaintiff

To the Defendant:

IF YOU INTEND TO DEFEND this action, the following section must be completed by you and returned to the Court Administration Office within 10 days after the Originating Notice is served on you. **[deleted]**

Name of Defendant:(please print)_____

(Check One only:)

- I/We agree with the Plaintiff's track selection.
- I/We disagree with the Plaintiff's track selection.
I/We select the _____ track.

Date:_____ Signature of Defendant or Solicitor:_____

Form 68.01B

TRACK SELECTED
SH. No.

IN THE SUPREME COURT OF NOVA SCOTIA
Halifax Caseflow Management Project

Between:

A.B.
vs.
C.D.

DISCOVERY STATUS REPORT

TAKE NOTICE that:

1. The [Plaintiff] [Defendant] [has] [has not] completed discovery of non-expert witnesses.
2. The [Plaintiff] [Defendant] [intends] [does not intend] to file expert reports.
3. The [Plaintiff's] [Defendant's] expert reports [have] [have not] been provided to the [Defendant][Plaintiff].
4. Discovery of experts [is] [is not] required by the [Plaintiff] [Defendant].

DATED at Halifax, Nova Scotia, this day of 199 .

Solicitor for the [Plaintiff] [Defendant]
[Address, Telephone and Fax Number]

TO:

The [Defendant] [Plaintiff] and/or solicitor
[Address, Telephone and Fax Number]

IN THE SUPREME COURT OF NOVA SCOTIA
Halifax Caseflow Management Project

Between:

A.B.
vs.
C.D.

CASE MANAGEMENT CONFERENCE REQUEST

TAKE NOTICE that:

1. The [Plaintiff] [Defendant] requests a case management conference with the Supervising Judge on the day of 199 , or as soon thereafter as the conference can be held.
2. The [Plaintiff] [Defendant] [requires] [does not require] that the Case Management Conference be recorded.
3. The [Plaintiff] [Defendant] wishes to discuss the following issues:
and/or
4. (a) The [Plaintiff] [Defendant] will make the following application[s] for which the documents required under Rule 37 are attached:

(b) The [Plaintiff] [Defendant] requests that the application[s] be dealt with [in regularly scheduled chambers] [by the Supervising Judge].

DATED at Halifax, Nova Scotia, this day of 199 .

Solicitor for the [Plaintiff] [Defendant]
[Address, Telephone and Fax Number]

TO:
The [Defendant] [Plaintiff] and/or solicitor
[Address, Telephone and Fax Number]

The Honourable Justice , Supervising Judge for this matter, hereby
consents to the above-noted application being heard in regularly scheduled chambers.

CHAMBERS COVER SHEET

Court Number _____ Track (if applicable) _____

CaseName: _____

Application is made pursuant to Rule _____ for

Application is made by the: plaintiff defendant other _____

The Applicant will be represented by: self lawyer other _____

Name of Person

Appearing: _____

Phone No: _____ Fax No: _____

TO BE COMPLETED FOR ALL FILES EXCEPT COMPLEX TRACK MATTERS

Please set the Chambers Application down for: (check one)

Uncontested only

Monday

Friday

Contested or Uncontested

Tuesday

Wednesday

Thursday

Date: _____ Time: _____ a.m./p.m. (circle one)

Choose (√) one:	Choose (√) one:
<input type="checkbox"/> Contested (under one hour)	<input type="checkbox"/> for General Chambers
<input type="checkbox"/> Contested (over one hour)	<input type="checkbox"/> for Family Chambers
<input type="checkbox"/> Uncontested Inter partes	<input type="checkbox"/> for Criminal Chambers
<input type="checkbox"/> Ex parte	<input type="checkbox"/> for the Prothonotary

FOR CASEFLOW MANAGEMENT FILES ONLY (Check (√) one)

List A Application List B Application (triggers supervision by judge) List C Application

Complete if a Supervising Judge is already assigned to this file:

This file is supervised by Justice _____ (Please remember that two copies of the documents must be filed if there is a supervising judge assigned to the file.)

Check (√) one

This copy of the documents is for the Chambers Judge

This copy of the documents is for the Supervising Judge

Tab B

Information Sheets

- i. How to Change Track**
- ii. How to file a Discovery Status Report**