

**CONTACT INFORMATION AND DESIGNATED ADDRESS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

File Number(s): \_\_\_\_\_ I am the: \_\_\_\_\_ Plaintiff/Applicant/Petitioner  
\_\_\_\_\_ Defendant/Respondent  
\_\_\_\_\_ 3<sup>rd</sup> Party/Other \_\_\_\_\_

**Certificate**

I certify that the above address is my address for receiving court documents.

I confirm and understand that any court documents sent, mailed, or delivered, to the above address are considered by the court to be received by me.

\_\_\_\_\_  
Date (Signature)

**Change of address**

If my address provided above changes, I undertake to immediately notify a Court Officer at this court location, in writing, of my new address where I can receive documents in relation to this proceeding.

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

\_\_\_\_\_  
Date (Signature)

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**PLEASE NOTE: The information on both these pages will be placed in the court file.**

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**CIVIL PROCEDURE RULE 34: ACTING ON ONE'S OWN**

Please sign the below statement **after** reading the attached materials.

I, \_\_\_\_\_, acknowledge that I have received a copy of Civil Procedure Rule 34, and the Information and Instruction Sheet, and I undertake to comply with this Rule.  
(Print your name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature)

**ACTING ON MY OWN**

I, \_\_\_\_\_ acknowledge:  
(Print your name)

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

\_\_\_\_\_  
Initials I have been advised by Court Staff to seek legal advice from a 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.

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

\_\_\_\_\_  
Initials I do not hold the Court Staff responsible for the form or content of any of the 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.

\_\_\_\_\_  
Initials I understand that Court Staff cannot provide me with legal advice.

\_\_\_\_\_  
Initials I have been provided with a list of Legal Services which gives me information on some of the ways in which I may be able to obtain legal advice or representation.

## **Civil Procedure Rule 34**

### **Information and Instruction Sheet**

Civil Procedure Rules are rules that direct the process for court cases in the Supreme Court of Nova Scotia and the Nova Scotia Court of Appeal.

Rule 34 addresses how a party, who does not have a lawyer, proceeds in a court case.

This rule applies to you for as long as you do not have a lawyer.

Rule 34 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 Civil Procedure Rules (see below for access to the 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.  
If a party wants to challenge a lawyer's direction, a motion may be made to a judge to address the issue.
5. to provide a "designated address". [The form for you to do this is attached to this sheet.]
- 6.

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 you need a person to assist you, Rule 34 allows a person to assist a party at a trial or hearing on the following terms:

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, articulated clerk, or other approved category.
4. the judge may withdraw or remove permission to have an assistant at any time

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

### **Access to Civil Procedure Rules**

#### **Online:**

- **Courts of Nova Scotia website:** [www.courts.ns.ca](http://www.courts.ns.ca)
- **Family Law Nova Scotia website:** <http://www.nsfamilylaw.ca/>

#### **Libraries:**

- **Sir James Dunn Law Library (Dalhousie University):**  
located in the Weldon Law Building, 6061 University Avenue, Halifax - 494 2124
- **Nova Scotia Legislative Library:**  
located in Province House, 1726 Hollis Street, Halifax - 424 5932

- **Nova Scotia Barristers' Society Library:**  
located on the 7<sup>th</sup> floor of the Law Courts, 1815 Upper Water Street, Halifax - 425 2665

Other website and library information may be provided upon request.

## Legal Services for Family Law Matters:

### 1) *Nova Scotia Legal Aid:*

**a) Dartmouth Office\*:**  
99 Wyse Road  
Suite 300  
Dartmouth, NS  
**420-8815**

\*(This Office requires that you sign an Application for Legal Aid and give them proof of your household income. You must qualify financially for this service.)

**b) Halifax Office\*:**  
2830 Agricola Street  
Suite 200  
Halifax, NS  
**420-3450**

\*(This Office requires that you call and provide them with contact information and information about your legal issue. You will need to sign an Application for Legal Aid and give them proof of your household income. You must qualify financially for this service.)

**c) Advice Counsel\*:**  
Paul Stordy  
Office Location: Supreme Court of Nova Scotia Family Division  
3380 Devonshire Avenue, Halifax, NS  
**424-5616**

\*(Free Service generally by pre-booked appointment offered to clients of Supreme Court of Nova Scotia (Family Division)  
\*(Restrictions apply, including parties already represented by counsel)

*In case of a conflict, you may be referred to **Dalhousie Legal Aid Service** if you qualify for Legal Aid Services: **423-8105**<http://www.nsfamilylaw.ca/>*

**2) Legal Information Society of Nova Scotia:** [www.legalinfo.org](http://www.legalinfo.org)  
Lawyer Referral Service  
**455-3135**

(Referral to private lawyer(s) on roster, each of whom would provide a 30-minute consultation for \$20.00+GST)

If you are disabled, you may qualify for the following service:

### 3) *ReachAbility:*

307-6389 Coburg Road, Halifax, NS  
Tel/TTY: (902)429-5878; Toll Free/TTY:1(866)429-5878; Fax: (902)429-5858;  
E-Mail: [info@reachability.org](mailto:info@reachability.org) ; Website information available: [www.reachability.org](http://www.reachability.org)  
(Free consultation up to 3 hours with roster lawyer for qualified clients)

### 4) *Employee Assistance Plans:*

Some E.A.P. Plans offer legal consultations or representation as part of their programs

### 5) *Other Lawyer's Services:*

Check your local telephone book Yellow Pages and on the Nova Scotia Barristers' Society website: [www.nsbs.org](http://www.nsbs.org) for a further list of practicing lawyers and the services they provide