

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: <input type="checkbox"/> Applicant/Plaintiff <input type="checkbox"/> Respondent/Defendant <input type="checkbox"/> 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)

Change of address

If my address noted above changes, I undertake to immediately notify court staff, 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 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/services/getting-legal-advice-finding-lawyer 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. You can chat online with a lawyer (new feature) or apply online at www.nslegalaid.ca, or call them at:

Amherst	(902) 667-7544	New Glasgow	(902) 755-7020
Annapolis Royal	(902) 532-2311	Port Hawkesbury	(902) 625-4047
Antigonish	(902) 863-3350	Sydney	(902) 563-2295
Bridgewater	(902) 543-4658	Truro	(902) 893-5920
Dartmouth (family law)	(902) 420-7921	Windsor	(902) 798-8397
Halifax (family law)	(902) 420-3450	Yarmouth	(902) 742-7827
Kentville	(902) 679-6110		

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.

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

Legal Information Society of Nova Scotia (LISNS): LISNS 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 or chat online (new feature) at www.legalinfo.org, or call (902) 455-3135 or toll-free at 1-800-665-9779.

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. EAP services sometimes include a free or discounted meeting with a lawyer. Check with your Human Resource Department or supervisor/manager to see if you have an EAP.

reachAbility: reachAbility operates a Legal Referral Service for people with disabilities. Persons with disabilities may receive a free one hour session for legal advice from a lawyer. For more information visit www.reachability.org, or call (902) 429-5878 or toll-free at 1-866-429-5878.

Private lawyers: You can find contact information for lawyers online, in the phonebook or through the Nova Scotia Barristers Society (NSBS). 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 NSBS at www.nsbs.org or by calling (902) 422-1491.

Unbundled legal services: Some private lawyers will take on a part of your case, such as completing court forms, offering general direction, writing affidavits, amongst others. This can make legal costs more affordable and is often called 'unbundled services'. Private lawyers may or may not advertise that they offer these services, so it is best to ask.

Civil Procedure Rule 34

Information and Instruction Sheet

The Civil Procedure Rules apply to proceedings in the Supreme Court and Family Division. Rule 34 addresses how a party, who does not have a lawyer, proceeds in representing themselves. 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, articulated 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: Courts of Nova Scotia website: http://www.courts.ns.ca/Civil_Procedure_Rules/cpr_home.htm

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

Additional online resources for persons representing themselves:

- Nova Scotia Family Law website provides legal information for FAMILY LAW MATTERS at www.nsfamilylaw.ca (including www.nsfamilylaw.ca/services/ways-resolve-problem-without-going-court & other resources)
- Courts of Nova Scotia website at www.courts.ns.ca/Self_Reps/self-rep_home.htm