

**DATE ASSIGNMENT CONFERENCE**  
**IN THE SUPREME COURT OF NOVA SCOTIA**

1. The purpose of the date assignment conference, is to organize trial dates and deadlines for the completion of events between the close of pleadings and the matter being heard at trial.
2. When can a date assignment conference be requested? Once the pleadings have closed and all of the following have been completed by each party to the action:
  - a) disclosure of documents and electronic information;
  - b) discovery of each individual party as required;
  - c) discovery from each corporate party; if required, of the designated manager or one other officer or employee AND
  - d) answered interrogatories by or on behalf of the party.
3. To assist you in determining whether or not the pleadings are closed please see Civil Procedure Rule 38.11 which reads as follows:  
***“Pleadings close in an action on the day when each party claimed against has filed a Notice of Defence, has filed a demand of notice, or has become disentitled to further notice, unless the parties agree or a judge orders otherwise.”***
4. Read the Request for Date Assignment conference carefully. This is a very detailed document and you must re-type the Request for Date Assignment conference with the information specific to your action.
5. Pay particular attention to all the sections of the form you must complete. You must attach , to the request, copies of each pleading and order affecting the future course or trial of the matter (Civil Procedure Rule 4.13(4)).
6. There is no court filing fee for the request for a date assignment conference.
7. You must file an original copy of the Request for Date Assignment Conference with attachments with the Court. You must provide a copy to each party named in the action.
8. After the filing of the Request for Date Assignment Conference, the scheduling office will contact you to inform you of the date and time the Date Assignment Conference will be held.