

Court Administration Office
Sheriff Services



The Law Courts
1815 Upper Water Street
Halifax, Nova Scotia
Canada
B3J 1S7

Phone: 902 424-8212
Fax: 902 424-0524/8215

EXECUTION ORDER

GENERAL CHECKLIST

In Order to execute an Execution Order through the Sheriff's Office, the following documentation and information must be provided:

- _____ The original Execution Order (the copy with the embossed stamp), plus three photocopies of the Execution Order.
- _____ Specific instructions on how you wish us to execute this order (e.g. location of bank account, employer of defendant, location of third party, etc.)
- _____ Verification Statement from the Personal Property Registry from the Registry of Deeds - Land Registration 780 Windmill Road, 3rd Floor, Dartmouth, Nova Scotia Telephone # (902) 424-4083 Hours of Operation Monday to Friday 8:30 to 4:30

Please Note

- a) If the Debtor is a civilian employee of the Federal Government, you must also provide the completed Application to Garnishee form and the original Judgment Certificate. The Execution Order must be served on the Federal Government within 30 days of the issuance of the Execution Order.
- b) If the Debtor is a member of the Canadian Armed Forces, you must serve a Notice of Intention to Garnishee, a certified copy of the Certificate of Judgment and supporting Affidavit, on the debtor's commanding officer. The Execution Order must be served by the Sheriff 30 to 60 days after the service of the Notice of Intent.

The location of service must be in the jurisdiction of the Sheriff's Office where it is filed.