

## eCourt Draft Order Instructions

### Step By Step Instructions To Use This Form:

1. Click the “Year when court action initially started (year of first entry in running file)”
2. Type the Year
3. Press Tab
4. Type the SCFD File #
5. Press Tab
6. Type the Applicant’s Full Name
7. Press Tab
8. Choose Applicant / Petitioner according to your case
9. Type the Respondent’s Full Name
10. Press Tab
11. Choose a judge (all SCFD in Halifax judges are listed)
12. Press Tab
13. Choose the date the application was filed
14. Press Tab
15. Choose Application / Motion
16. Press Tab
17. Choose Applicant / Respondent as to who filed the application/motion
18. Press Tab
19. Type in the reason for the dispute (ie. determination of child support, etc.)
20. Press Tab three times
21. Choose which legislation the application was filed under (eg. PSA, *Divorce Act*, etc.)
22. Press Tab
23. Type in the details of the order
24. Press Tab
25. Delete the Constables and Peace Officers clause if it does not apply to this case
26. Ensure you have page #'s included if the order is longer than 1 page
27. Proofread your order: check formatting/spelling, etc.
28. Print the document
29. Leave the issued date blank for the JA to fill in.

year when court action initially started (year of first entry in running file)

SCFD File #

**SUPREME COURT OF NOVA SCOTIA  
(FAMILY DIVISION)**

**BETWEEN:**

Applicant's Full Name

**Choose an item.**

**and**

Respondent's Full Name

**RESPONDENT**

**ECOURT ORDER**

**BEFORE THE HONOURABLE** Choose an item.:

On Click or tap to enter a date., the Choose an item. was filed on behalf of the Choose an item., seeking a determination of Click or tap here to enter text..

The parties consented to participate in an eCourt process to resolve issues with respect to the Choose an item..

Proof of service of the Notice has been established and the evidence, presented by the parties has been considered.

**ON MOTION OF** the Choose an item., the following is ordered under the *Choose an item.*:

1. Click or tap here to enter text.
2. All Constables and Peace Officers are to do all such acts as may be necessary to enforce the terms of this Order and they have full power and authority to enter upon any lands and premises to enforce this Order. *(OPTIONAL)*

Issued on Click or tap to enter a date..

\_\_\_\_\_  
Court Officer