

**COURT OF APPEAL RULES
PRACTICE NOTE – CIVIL PROCEEDINGS**

CAPN No. 2018-05

SERVICE OF DOCUMENTS

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The following Practice Note was filed with the registrar of the Court of Appeal and is published under rule 4 of the *Court of Appeal Rules*.

Background

The *Court of Appeal Rules* stand alone and are no longer part of the *Rules of the Supreme Court, 1986*. As a result, procedures such as those relating to the service of documents must be found in the new Rules or in practice subsequently developed by the Court.

Practice Note

1. Documents must be served “without delay”.
2. Documents are to be served at the address for service that applied in the court appealed from, unless a new address is provided.
3. A party should retain the necessary proof of service document (rule 28(8)). However, the document should not be filed with the Court unless proof of service becomes an issue during the appeal proceedings.
4. Where necessary, reference may be made to rule 6, which applies when an issue arises that is not covered by the Rules.

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