

**PRACTICE MANUAL OF THE
GAUTENG DIVISION PRETORIA
(EFFECTIVE DATE : 25 JULY 2011)**

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INTRODUCTION

In November 1985 the first practice manual for the then Transvaal Provincial Division and the Witwatersrand Local Division was published. It was compiled by the late Mr Justice G A Coetzee, at the time the Deputy Judge President of the Witwatersrand Local Division. This was a monumental piece of work which was extensively used and amended from time to time. The first practice manual's aim was to enable the courts to deliver a better service to litigants in changing circumstances. The aim of this practice manual is the same.

In October 2010, the South Gauteng High Court, Johannesburg (as the Witwatersrand Local Division is now known) published a new practice manual. With the consent of Deputy Judge President Mojapelo of that division, portions of the manual were copied into this practice manual, thereby bringing the practices of the two divisions as closely in line with each other as possible.

As was stated by Coetzee DJP in the introduction to the 1985 practice manual, the title 'PRACTICE MANUAL' in itself 'proclaims that there is no question of rules of law or any rule for that matter . . . it is concerned mainly with how the Rules of Court are applied in the daily functioning of the courts'.

That is still the status of this practice manual. The provisions set out in the practice manual are not rules of court. It does not displace or amend rules of court. It merely tells practitioners how things are done in this court.

Over the years the workload of the courts has increased at an alarming rate. As a result the administration of the court rolls has become a mammoth task. The delay in finalising matters increased until it became unacceptable.

Since June 2010 certain practice directives were issued in the North Gauteng High Court, Pretoria, to improve service delivery in this court. There has been a marked improvement since. I therefore decided to revise the 1985 practice manual and the multitude of directives and notices issued in the division since then.

It is hoped that the revised practice manual will assist practitioners and litigants by setting out how we deal with litigation in this division in an attempt to improve our service delivery to the public at large.

I wish to express my sincere thanks to all my colleagues for the valuable ideas, suggestions and assistance in preparing the practice manual. A number of practitioners also assisted. A sincere word of thanks to you as well.

W J van der Merwe

**Deputy Judge President
North Gauteng High Court, PRETORIA**

Dated: 31 May 2011

PREFACE TO THE REVISED EDITION - 2012

Due to shortcomings in the 2011 edition of the Practice Manual as well as Developments in the law and requirements of practice, it was necessary to issue practice directive No. 1 of 2011. It also became necessary to include new directives in chapters 15.3, 15.4 and 15.7. In order to improve access to court to the media and the public at large, it was necessary to amend Chapter 12. Further editorial amendments were made.

This Manual supersedes all previous manuals and directives and will come into effect on 1 July 2012.

W J van der Merwe
Deputy Judge President
North Gauteng High Court, PRETORIA

Dated: 30 March 2012

CHAPTER 1 — APPLICATION OF THE PRACTICE MANUAL

1. This practice manual sets out the practice in the North Gauteng High Court, Pretoria, Republic of South Africa.
2. As such it describes how the courts in this high court function. It also seeks to obtain uniformity amongst judges in respect of practice rulings. It must be emphasised that no judge is bound by practice directives. Accordingly, the practice manual is not intended to bind judicial discretion. Nonetheless, it should be noted that the judges of this high court strive for uniformity in the functioning of the courts and their practice rulings. The practice manual thus sets out what can be expected to happen, in the normal course of events, on any issue dealt within the practice manual.
3. This manual supersedes all previous practice directives and will come into effect on 25 July 2011, the first day of the third term of 2011.
4. Amendments to the practice manual can only be made by the Judge President or the Deputy Judge President after consultation with the other judges in the North Gauteng High Court, Pretoria.
5. Reference in this manual to the rules is a reference to the Uniform Rules of Court published in Government Notice R48 of 12 January 1965, as amended, and the Transvaal Rules.
6. Reference in this manual to 'counsel' includes an advocate and an attorney appearing in court or before a judge in chambers to represent a litigant. Reference in this manual to 'legal representative' means a litigant's attorney of record and includes a party appearing in person.
7. Where, as at date hereof, Acts of Parliament are to be repealed or amended, such as the Companies Act 1973 (Act 61 of 1973) — to be repealed — the Close Corporations Act 1984 (Act 69 of 1984) and the Companies Act 2008 (Act 71 of 2008) — to be amended — topics dealing with such Acts appear as Appendices to this practice manual. Similarly, where recent judgments such as that of the Constitutional Court in respect of default judgments granted by the registrar (See *Gundwana v Steko Development and Others* 2011 (3) SA 608 (CC)), significantly change the applicability of a Rule of Court or where judgments are expected to bring about such changes or clarity on the meaning or applicability of Rules of Court, rules of practice or statutes, such topics are also dealt with in appendices to this practice manual. Once a topic has been sufficiently dealt with by the courts, it will be integrated into the body of the practice manual.

CHAPTER 2 - COURT TERMS

1. **As from 6 October 2014 terms of the Gauteng High Court, Provincial Division, Pretoria will be as published in directive 2/2014 of the Office of the Chief Justice hereto attached as Annexure F.**

CHAPTER 3 — COURT RECESS

1. The Judge President determines the duration of recess duty which the judges of the division must perform during recess. The Judge President further directs in which courts the judges who are on duty will sit.
2. Subject to 3 below, only unopposed motion court matters, unopposed divorce actions, opposed rule 43 applications without complexity, urgent applications and bail appeals will be heard during recess.
3. Save for urgent applications no matters at all may be enrolled for hearing from 25 December to 2 January of the following year.
4. Subject to any direction by the Judge President or the Deputy Judge President, the senior judge on duty from time to time during the recess allocates other matters requiring determination during recess to the judges on duty.
5. During recess automatic reviews are distributed equally amongst the judges on duty, except that the judge sitting in the urgent court will not be allocated reviews during the entire week.

CHAPTER 4 — COUNSEL'S DRESS

1. Counsel is required to be properly dressed. If not properly dressed they run the risk of not being 'seen' by the presiding judge.
2. Proper dress for junior counsel comprises:
 - 2.1 A black stuff gown.
 - 2.2 A plain black long sleeved jacket, which has both a collar and lapels (or sleeved waistcoat, similar to the one worn by English barristers). The jacket must have, for closing, one or two buttons at the waist. The buttons must be black.
 - 2.3 A white shirt or blouse closed at the neck.
 - 2.4 A white lace jabot or white bands.
 - 2.5 Dark pants or skirt.
 - 2.6 Black or dark closed shoes.
3. Proper dress for senior counsel comprises:
 - 3.1 Senior counsel's gown.
 - 3.2 Senior counsel's waistcoat.
 - 3.3 White shirt or blouse closed at the neck.
 - 3.4 White lace jabot or white bands.
 - 3.5 Dark pants or skirt.
 - 3.6 Black or dark closed shoes.
4. Counsel must ensure, when appearing in court, that their waistcoats or jackets, as the case may be, are buttoned up.
5. It is not proper for counsel to enter court not fully robed as set out in paragraphs 2 to 4 above. It follows that counsel should not robe in court.
6. Conspicuous ornaments or jewellery should not be worn.
7. On attending a judge's chambers during the hearing of a case, counsel must be dressed as set out in paragraphs 2 to 4 above. On attending a judge's chambers otherwise than during the hearing of a case, counsel must be properly dressed as follows:
 - 7.1 A white shirt with a tie (men) or a white blouse closed at the neck (women);
 - 7.2 Dark pants or dark skirt;
 - 7.3 A long sleeved dark jacket; and
 - 7.4 Black or dark closed shoes.

CHAPTER 5 — COURT SITTINGS

1. Save as set out below, all the courts of the division will commence sitting at 10:00. The courts adjourn at 11:15 and resume sitting at 11:30. The courts adjourn at 13:00 and resume sitting at 14:00. The courts adjourn for the day at 16:00.
2. Counsel must be punctual in their attendance in court at the aforesaid times.
3. Notwithstanding paragraph 1 above, it should be noted that:
 - 3.1 Roll call of civil trials commences at 09:30.
 - 3.2 Applications for leave to appeal are usually enrolled for hearing at 09:30 or 14:00.
4. The presiding judge may, at his/her discretion, deviate from the times set out above.

CHAPTER 6 — CIVIL TRIALS

- 6.1 Allocation of civil trials
- 6.2 Briefing of counsel
- 6.3 Bundles of documents
- 6.4 Case management
- 6.5 Closure of the trial roll
- 6.6 Expert witnesses
- 6.7 General
- 6.8 Hearing duration
- 6.9 Obtaining of instructions
- 6.10 Pagination, indexing, binding and general preparation of papers
- 6.11 Part-heard trials
- 6.12 Preferential trial date
- 6.13 Pre-trial conference
- 6.14 Roll call
- 6.15 Set down
- 6.16 Settlement agreements and draft orders

6.1 ALLOCATION OF CIVIL TRIALS

1. A trial will normally be allocated by the Deputy Judge President or a judge designated by him/her for hearing by a specific judge at roll call. Roll call is held at 09:30 in Court 6E.
2. An allocation of a trial for hearing by a specific judge may be made prior to roll call in which event counsel and/or the litigants' legal representatives will be informed of the allocation before roll call.
3. In the allocation of trials due regard will be had to any justifiable claim for precedence in allocation.
4. Only trials that are ready for immediate commencement and continuous running to their conclusion will be allocated for hearing.

6.2 BRIEFING OF COUNSEL

1. Legal representatives must ensure that counsel are briefed timeously to enable counsel to consult and be prepared to conduct the trial on behalf of the client.
2. The failure to brief counsel timeously will normally not be regarded as a valid reason not to allocate a matter to a court for trial.

6.3 BUNDLES OF DOCUMENTS

1. Where a party or the parties to a trial intend utilising documents in their conduct of the trial such documents must be collated, numbered consecutively and suitably bound.
2. Each bundle must be indexed. The index must briefly describe each document in the bundle as a separate item.
3. The parties should preferably agree upon a joint bundle of documents. Where the parties are unable to agree upon a joint bundle, the parties must agree which party's bundle shall be the dominant bundle. The subservient bundle or bundles must not contain documents contained in the dominant bundle or bundles.
4. The documents should not be bound in volumes of more than 100 pages.
5. The bundle of documents must be bound in a manner that does not hinder the turning of pages and which enables it to remain open without being held open.
6. The parties must agree prior to the commencement of the trial upon the evidential status of the documents contained in the bundle. The agreement must be contained in a pre-trial minute. The agreement must also cover the issue as to which documents will be part of the record before the court, in the eventuality of an appeal.
7. If unnecessary documents are included in the bundle the court may on the application of any party to the trial, or *mero motu*, make a punitive cost order in respect thereof.

6.4 CASE MANAGEMENT

1. Any party to a trial who is of the opinion that by reason of its complexity or long duration, or for any other reason, the trial requires case management, shall deliver a letter to the office of the Deputy Judge President. The letter must set out:
 - 1.1 the names of the parties to the trial and the case number;
 - 1.2 the nature of the dispute;
 - 1.3 an estimate of the probable duration of the trial;
 - 1.4 the reason why the party is of the opinion that the trial requires case management.

Proof that a copy of this letter has been forwarded to the other party or parties in the trial must be provided.

2. Any party who is in receipt of such a letter and who wishes to make representations in respect thereof may do so by forthwith delivering a letter to the office of the Deputy Judge President. A copy of the letter must be delivered to all other parties to the trial and proof thereof must be provided.
3. The Deputy Judge President will advise the parties of the outcome of the request.
4. If the request for case management is granted, the Deputy Judge President shall appoint a judge to undertake the case management of the trial.
5. On the appointment of the judge as aforesaid:
 - 5.1 all interlocutory applications relating to the trial will, after consultation with the Deputy Judge President, as far as possible be heard by that judge.
 - 5.2 any party to the trial, on notice to all other parties to the trial, may apply to the judge for directions as to the conduct of the trial. The judge may furnish such directions or direct that an interlocutory application be brought.
 - 5.3 The appointed judge may direct that one or more pre-trial conferences be held before him or in his absence.

6.5 CLOSURE OF THE TRIAL ROLL

1. The trial roll closes at 13:00 two days before the allocated trial date, whereafter access to the court file will not be permitted.
2. The prohibition of access to the court file continues for the duration of the trial, save with the leave of the trial judge.
3. Notwithstanding the foregoing, attention is drawn to the requirement in respect of pagination, indexing and binding of papers which must occur not less than 10 days prior to the date allocated for the hearing of the trial as provided for in 6.10 *infra*.

6.6 EXPERT WITNESSES

1. The time periods provided in rule 36(9) of the Uniform Rules of Court are inadequate. This can result in trials not being ripe for hearing on their allocated trial dates.
2. To prevent this, provision has been made in 6.13 *infra* for extended time periods with which the parties must comply in all matters where expert notices and summaries must be delivered.

6.7 GENERAL

1. Counsel must ensure that they are available for the entire duration of the trial. Failure to do so will result in counsel's conduct being referred to the relevant society or association of which counsel is a member for disciplinary action.
2. A postponement of a trial will normally not be granted because counsel is not available for the trial or for the entire duration of the trial.
3. Any matter which may affect the continuous running of the trial to its conclusion must be disclosed at roll call.

6.8 HEARING DURATION

1. A trial is designated:-
 - 1.1 “a special trial” if it is anticipated that it will last 10 (ten) or more days; and
 - 1.2 “of long duration” if it is anticipated that it will last less than 10 (ten) but more than 5 (five) days.
2. If any party to a trial is of the view that a trial qualifies as a special trial, that party shall deliver a written application to the office of the **Deputy Judge President** for the allocation of a special trial date. The letter must set out:-
 - 2.1 the names of the parties to the trial and the case number;
 - 2.2 the nature of the dispute;
 - 2.3 an estimate of the probable duration of the trial ; and
 - 2.4 that a pre-trial conference in terms of rule 37 has been held and a copy of the relevant minute must be annexed to the letter.
3. The Judge President shall inform the parties in writing of the date allocated for the trial upon receipt of the letter that complies with 2 above.
4. After being informed of the trial date as set out in 3 above, all the parties to the trial must comply with Transvaal Rule 7(5).
5. If any party to a trial is of the view that a trial will be of long duration, that party shall deliver at *** least 10 (ten) days** before the trial date a letter **together with practice note** to the office of the Deputy Judge President.

*** RE: AMENDMENT TO PARAGRAPH 6.8 (5) OF THE PRACTICE MANUAL**

The Honourable Judge President Mlambo has directed that the *dies* in paragraph 6.8 (5) of the Practice Manual should be thirty (30) instead of ten (10) days.

In all the civil trials of long duration set down for hearing from 18 April 2016, the letter referred to in paragraph 6.8 (5) should be delivered at least thirty (30) days before the allocated trial date.

This will assist in the management, efficient control and timeous allocation of matters of long duration, depending on the availability of Judges.

6. If the letters referred to in paragraphs 2 and 5 above are not joint letters by all the parties to the trial, proof that copies of the letters have been forwarded to the other party or parties to the trial, must be provided.
7. Any party who is in receipt of a letter referred to in paragraphs 2 and 5 above and who wishes to make representations in respect thereof may do so by forthwith delivering a letter to the office of the Judge President or the Deputy Judge President as the case may be. A copy of this letter must be delivered to all other parties to the trial and proof thereof must be provided.

6.9 OBTAINING OF INSTRUCTIONS

1. Legal representatives must, prior to the date of the trial, seek and obtain proper instructions from their clients in order to instruct counsel to properly conduct the trial.
2. The failure by legal representatives to seek and/or obtain proper instructions will normally not be regarded as a valid reason not to allocate a matter to a court for trial.

6.10 PAGINATION, INDEXING, BINDING AND GENERAL PREPARATION OF PAPERS

1. The plaintiff shall, not less than 10 days prior to the date allocated for the hearing of the trial—
 - 1.1 collate, number consecutively and suitably bind all the pleadings relating to the trial as a separate bundle and ensure that they are in the court file;
 - 1.2 collate, number consecutively and suitably bind all the notices relating to the trial as a separate bundle and ensure that they are in the court file;
 - 1.3 collate, number consecutively and suitably bind all pleadings which were amended after delivery thereof;
 - 1.4 collate, number consecutively and suitably bind the pre-trial minute/s and all documents relating thereto;
 - 1.5 prepare and attach an index to the pleadings bundle, the notices bundle, the pre-amendment pleadings bundle and the pre-trial bundle respectively. The index must briefly describe each pleading, notice or document as a separate item.
2. In binding the pleadings, notices and documents, care must be taken to ensure that the method of binding does not hinder the turning of pages and the bundle should remain open without being held open.
3. The pleadings, notices and documents should not be bound in volumes of more than 100 pages.
4. The pleadings bundle must only contain the original pleadings (as amended, if applicable).
5. If a document or documents attached to the pleadings, or contained in the bundles as referred to in paragraph 1, is or are—
 - 5.1 in manuscript, or
 - 5.2 not readily legible,the party filing such document shall ensure that legible typed copies of the documents are provided.

See page 18(a)

**AMENDMENT TO PARAGRAPH 6.10 OF THE PRACTICE MANUAL
DEALING WITH FILING OF A PRACTICE NOTE ON CIVIL ACTION
TRIALS EFFECTIVE AND ENFORCEABLE FROM 30 OCTOBER 2016**

6. The plaintiff, or the defendant if defendant has applied for a trial date, in respect of matters that have been allocated a trial date shall file a practice note, which shall be stapled to the inside left cover of the court file stating the following.
 - 6.1 Date of hearing.
 - 6.2 Probable estimated duration of the hearing of the trial.
 - 6.3 Nature of the claim
 - 6.4 State whether allocation of a Judge is sought and if the matter would be ready to commence immediately when it is allocated to a Judge or if there are prospects of a settlement.
 - 6.5 Names, cell phone number of the legal representatives.
 - 6.6 Confirmation that the court file has been properly indexed and paginated.
7. If the court file cannot be traced the duplicate file and copies of the Pleadings, duly indexed and paginated, should be arranged.
8. In matters that are to be removed from the roll or to be postponed *sine die* a formal notice should be attached to the practice note.
9. In matters wherein there will be an argument on costs only or an application for a postponement it is recommended that a substantive application should be filed or short heads of argument be filed before the allocated trial date.
10. The Practice note should be filed at the Registrar's office (Room 7.40) before 12:00 noon on the court day, but 3(three) preceding the allocated trial date and may NOT be filed more than 5 days before such allocated trial date.
11. The Practice note is not a requirement in respect of matter that are set down for hearing on the Draft Orders roll.
12. In matters on the trial roll wherein a practice note has not been filed, and the court file has not been indexed and paginated such court files will be removed from the trial roll and will not be entertained on the date on which the matter has been set down from hearing.
13. In matters on the trial roll wherein the parties have settled the case and a draft order is to be handed to the court on the trial date such draft orders should be attached to the practice note, when the practice note is filed.

6.11 PART-HEARD TRIALS

1. As a general rule, part-heard trials should be avoided. Accordingly no trial should be commenced with where any issue or consideration exists to the knowledge of counsel that would interfere with the completion of the trial.
2. A judge hearing a trial will be most reluctant to postpone a trial which will result in a part-heard trial.
3. Where a trial is part-heard, a date for the continuation thereof must be applied for by delivering a letter to the office of the Judge President. This letter must set out:
 - 3.1 the names of the parties to the action and the case number;
 - 3.2 the name of the judge before whom the trial became part-heard;
 - 3.3 the date when the trial became part-heard;
 - 3.4 an estimate of the probable duration for the completion of the trial;
 - 3.5 whether a copy of the record of the part-heard portion of the trial is available.
4. If the letter referred to in the previous paragraph is not a joint letter from all the parties to the trial, proof must be provided that a copy of the letter has been forwarded to the other party or parties to the trial.
5. A party who is in receipt of a letter referred to in paragraph 4 above and who wishes to make representations in respect thereof may do so forthwith by delivering a letter to the office of the Judge President. A copy of the letter must be delivered to all other parties to the trial and proof thereof must be provided.
6. The Judge President shall inform the parties in writing of the date for the completion of the trial.
7. After being informed of the trial date, all the parties to the trial must comply with Transvaal Rule 7(5).

6.12 PREFERENTIAL TRIAL DATE

1. Save as provided in 6.13.3.5 *infra*, a request for a preferential trial date must be made only after following the procedure for the allocation of a trial date as set out in Transvaal Rule 7.
2. A request for a preferential date is made by delivering a letter to the office of the Deputy Judge President. The letter must set out:
 - 2.1 the names of the parties to the trial and the case number;
 - 2.2 the nature of the dispute;
 - 2.3 an estimate of the probable duration of the trial; and
 - 2.4 the motivation for the allocation of a preferential date.
3. If the aforementioned letter is not a joint letter by all the parties to the trial, proof must be provided that a copy of the letter has been forwarded to the other party or parties to the trial.
4. Any party who is in receipt of a letter referred to in paragraph 2 above and who wishes to make representations in respect thereof may do so forthwith by delivering a letter to the office of the Deputy Judge President. A copy of the letter must be delivered to the other party or parties to the trial and proof thereof must be provided.
5. The Deputy Judge President shall inform the parties in writing of the outcome of the request. The party who requested the preferential trial date may then approach the registrar for the allocation of such a preferential trial date.
6. After being informed of a trial date, all the parties to the trial must comply with Transvaal Rule 7(5). The letter from the Deputy Judge President allocating the preferential trial date must be attached to the Notice of Set down delivered in terms of rule 7(5).



**OFFICE OF THE DEPUTY JUDGE PRESIDENT
IN THE HIGH COURT OF SOUTH AFRICA
GAUTENG DIVISION, PRETORIA**

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NOTE TO ALL PRACTITIONERS

As from 10 November 2014 in RAF matters where merits and quantum have not been separated or in matters which are to proceed on quantum only, a trial date shall not be allocated unless there is compliance with the new amendments to paragraphs 3.5 and 3.6 of the Practice Manual.

A P LEDWABA

Deputy Judge President

Gauteng High Court

Dated: November 2014

6.13 PRE-TRIAL CONFERENCE

1. A pre-trial conference as contemplated in rule 37 and in this Practice Manual must be held in every matter which is to proceed to trial.
2. **In order to ensure that it is effective, a pre-trial conference must ideally be held after discovery and after the parties have exchanged documents as contemplated in rule 35. In the event of discovery being made after the holding of a pre-trial conference, a further pre-trial conference must be held after such discovery and exchange of discovered documents.**
3. In claims for damages, whether delictual or contractual, and matters where expert notices and summaries must be delivered the following will apply:-
 - 3.1 Within 10 (ten) days from the date the pleadings are considered to be closed in terms of rule 29 the plaintiff shall deliver a notice as contemplated in rule 37(2)(a) to hold a pre-trial Conference (the 1st pre-trial conference).
 - 3.2 If the plaintiff fails to comply with paragraph (1) above, the defendant shall within 10 (ten) days after the expiration of the said 10 (ten) day period deliver such a notice.
 - 3.3 The purpose of the first pre-trial conference is to facilitate a settlement (of the merits) and at that pre-trial conference the parties shall do everything in their power to achieve a settlement.
 - 3.4 If the parties settle the merits or liability of the matter they shall state whether an apportionment of damages applies or not and, if so, in what percentages. The issue of causation should also be discussed.
 - 3.5 If the parties do not settle the merits of the matter: **and they agree on separation of certain issues, a preferential trial date will only be allocated by the Registrar if**
 - 3.5.1 the pre-trial minute shows plaintiff(s) version supporting the claim and defendant(s) version and defence to the claim
 - (i) clearly and concisely, **sets out** their clients' versions of how the incident giving rise to the action occurred;
 - (ii) **facts which are common cause and exactly what are the triable issues;**
 - (iii) **If there are any registered or recorded claims or actions arising out of the same incident and their status;**
 - (iv) **notices in terms of Rule 36(9)(a) and 36(9)(b), if any, in respect of merits together with joint minutes shall have been served and filed;**
 - (v) **the estimated number of witnesses to be called by each party and**
 - (vi) **the probable estimation of the duration of the trial must be agreed upon by the parties**

- 3.5.2 the attorneys must prepare and file at court a pre-trial minute within 10 days of the pre-trial conference. **Should any party fail to sign minutes of the pre-trial minute served and not object thereto in writing within 10 days after receipt the minute shall be presumed to reflect what was discussed at the pre-trial conference.**
- 3.5.3 **In matters where the matter is to proceed on merits or liability only and the opponent(s) have not signed the minutes of the pretrial conference, the party seeking a preferential/ordinary trial date shall apply to the office of the DJP and annex the minute of the said pretrial conference. The opponent must be served or copied with such an application for a preferential/ordinary date.**
- 3.5.4 The court may authorise separation of merits and quantum in accordance with rule 33(4) **If it is convenient and the quantum is not ready to be dealt with.**
- 3.5.5 If the merits and quantum remain separated, **any of the parties may apply to the Registrar for the allocation of a preferential/ordinary trial date on the merits only after the court file shall have been indexed and paginated.** The minute of the pre-trial conference must be annexed to the application **for a preferential/ordinary trial date;**
- 3.5.6 If the Registrar is **not** satisfied that a proper **pre-trial minute complying with clause 3.5.1 (above) the court file will be referred to the Deputy Judge President or a Judge designated by him or her to first certify that the matter to be trial ready before a trial date can be allocated.**
- 3.5.7 If the Deputy Judge President (or a judge designated by him/her) is not satisfied that a proper pre-trial **minute has been filed**, he/she will direct that a further pre-trial conference (the 2nd pre-trial conference) will be held before him/her or a judge designated by the Deputy Judge President, who may, after such pre-trial conference, authorise the allocation of a preferential trial date on the merits only.
- 3.6 **In matters where the merits and quantum have not been separated or in matters to proceed on quantum only, a trial date shall not be allocated unless;**
- 3.6.1 **the parties shall have filed a pre-trial conference minute reflecting that they genuinely endeavoured to achieve the objects of Rule 37 i.e. defining triable issues, curtailing the proceedings, filing the relevant experts reports and joint minutes where they are required.**
- 3.6.2 **If any of the parties is of the view that the matter is ready for trial such a party should apply by noting the matter in the relevant register kept in the Registrars office and furnish the Registrar with a court file being properly collated, numbered consecutively and suitably secured all pages of the pleading notices and other documents in the court file, together with the pre-trial minute which shall further deal with matters shown on in Annexure E in the schedule hereto.**

- 3.6.3 The Registrar shall then distribute the said files to the office of the Deputy Judge President where they will be distributed to various Judges who shall hold a conference as contemplated by Rule 37(8) before a Judge. The Registrar or the secretary of the DJP shall notify the parties about the date and time of the further pre-trial conference to be held in the presence of a Judge.**
- 3.6.4 The parties may agree to allow advocates' fees for attendance of any of the stages of the pre-trial procedures in terms of this directive, failing which, the court may do so at the trial.**
- 3.6.5 The Registrar will only allocate a date of hearing if the Judge has certified a matter trial ready in respect of triable issues in dispute reflected in the minutes of the pre-trial.**
- 3.6.6 Each party to the action proceedings should file a practice note at least three (3) days before the allocated date of hearing.**

The practice note shall set out:

- 1. Name of the legal representatives and contact details;**
 - 2. Date of hearing;**
 - 3. Duration;**
 - 4. Nature of the matter;**
 - 5. Issue(s)**
 - 6. Any prospects of settlement.**
- 4. If it appears at the roll call –**
- 4.1 that the parties have seriously endeavoured to narrow the issues and explore settlement;**
 - 4.2 that there are no outstanding requests for admissions or particularity and no outstanding requests for documents;**
 - 4.3 that, where applicable, the experts have met and produced a joint minute;**
 - 4.4 that the trial is ready to commence immediately and run continuously to a conclusion then the matter will be ripe for allocation provided a judge is available.**
- 5. Parties have a continuous obligation to seek to narrow issues and to comply with the substantive requirements of rule 37, and this manual.**

6. If, after allocation of a trial for hearing, it appears to the judge presiding that there has not been proper compliance with rule 37, and this manual, the presiding judge to whom the trial has been allocated, may, instead of commencing or continuing with the hearing of the trial, order proper compliance with rule 37. The presiding judge may order the pre-trial to be held either in his/her chambers or on record in open court under his/her direction. The presiding judge will then determine the further hearing of the trial.
7. Where a party wishes to request that a judge presides over the pre-trial conference in terms of rule 37(8), that party shall do so by delivering a letter to the office of the Deputy Judge President. A copy of this letter must be delivered to all other parties to the trial and proof thereof must appear from the letter directed to the Deputy Judge President. Any party who is in receipt of such a letter and who wishes to make representations in respect thereof, may do so by forthwith delivering a letter to the office of the Deputy Judge President. A copy of this letter must be delivered to all other parties to the trial, and proof thereof must appear from the letter directed to the Deputy Judge President.
8. Where a party wishes to request that the registrar should intervene by fixing the time, date and place for the conference in terms of rule 37(3)(b) that party shall do so by delivering a letter to the registrar. A copy of this letter must be directed to all other parties to the trial and the procedure contemplated in paragraph 7 above shall apply mutatis mutandis.
9. The request for intervention by the registrar as contemplated in rule 37(3)(b), or the Deputy Judge President, as contemplated in rule 37(8), must be made timeously and preferably before the time prescribed for the holding of the conference has expired.

6.14 ROLL CALL

1. A roll call will be held at 09:30 on each day during the court term of all trials enrolled for hearing on that day. If necessary a further roll call will be held at 11:30.
2. Unless advised prior to the commencement of roll call that a trial has been allocated to a specific judge, the parties' legal representatives must attend roll call and continue so attending until the trial has been allocated or otherwise disposed of.
3. If a trial cannot be allocated for hearing on the day for which it is enrolled for hearing, the parties' legal representatives must attend roll call on the next and subsequent days until the trial is allocated for hearing.
4. Unless the parties' legal representatives state the contrary, it will be assumed that—
 - 4.1 the parties' legal representatives are not aware of any reason why the trial, if allocated, cannot commence and run continuously to its conclusion;
 - 4.2 the pleadings have been properly paginated and indexed;
 - 4.3 a bundle of documents (where necessary) properly paginated and indexed has been prepared;
 - 4.4 where separate bundles of documents have been prepared by the parties, there is no duplication of documents in the various bundles;
 - 4.5 all issues relating to the pre-trial conference have been completed.
5. If any of the assumptions referred to in paragraph 4 above are proven to be incorrect, the trial will not be allocated. If the trial has already been allocated and any of the aforementioned assumptions are proved to be incorrect, the trial will not commence but will be referred back to the judge who conducted the roll call.
6. Unless indicated to the contrary on the daily roll, roll call will be held in Court 6E.

6.15 SET DOWN

1. A party setting down a matter must complete in triplicate a document in accordance with annexure 'A' 6.15 attached hereto.
2. One copy of annexure 'A' 6.15 must be attached to the notice of set down, the second copy must be handed to the registrar, and the third copy is to be kept for record purposes by the party setting the matter down.
3. The registrar will send by facsimile transmission a copy of annexure 'A' 6.15 to notify each party or his attorney of the date on which the action is set down for hearing. The facsimile transmission will be regarded as compliance by the registrar with the provisions of Transvaal Rule 7(3).
4. Every party to the action must comply with Transvaal Rule 7(5) within seven days of receipt of the facsimile transmission referred to in 3 above.

6.16 SETTLEMENT AGREEMENTS AND DRAFT ORDERS

1. Where the parties to a civil trial have entered into a settlement agreement, a judge will only make such settlement agreement an order of court if –
 - 1.1 counsel representing all the parties to the trial are present in court and confirm the signature of their respective clients to the settlement and that their clients want the settlement agreement made an order of court; or
 - 1.2 proof to the satisfaction of the presiding judge is provided as to the identity of the person who signed the settlement agreement and that the parties thereto want the settlement made an order of court.
2. Where the parties to a civil trial have settled on the terms set out in a draft order, a judge will only make such draft order an order of court if –
 - 2.1 counsel representing all the parties to the trial are present in court and confirm that the draft order correctly reflects the terms agreed upon; or
 - 2.2 proof to the satisfaction of the presiding judge is provided that the draft order correctly reflects the terms agreed upon.
3. In both 1 and 2 above, if –
 - 3.1 A contingency fees agreement as defined in the Contingency Fees Act, 1997 (the Act), was entered into, the affidavits referred to in s 4 of the Act must be filed.
 - 3.2 No contingency fees agreement was entered into, affidavits by the legal practitioner and his/her client must be filed confirming such fact. **No contingency fees, the draft order should note same.**
 - 3.3 **If the contingency fees agreement is invalid, unenforceable, the draft order to note same.**
4. Where the parties to a trial have settled before the trial date, they will be entitled to remove the matter from the trial roll and enrol it on any earlier date on the civil trial roll under the heading 'Draft Orders'.
5. **When a matter is to be placed on the Draft Orders' roll a notice of set down must be properly served and filed. Such matters should not be re-enrolled unless a settlement has been finalised.**

CHAPTER 7 — CIVIL APPEALS

1. Once a date has been allocated for the hearing of any civil appeal, the parties may not agree to postpone the appeal without the leave of the Judge President, the Deputy Judge President or the Judges to whom the appeal has been allocated for hearing.
2. In all civil appeals, the appellant's heads of argument must be delivered not later than 15 days before the appeal is heard and the respondent's heads of argument must be delivered not later than 10 days before the appeal is heard. Supplementary heads of argument will only be accepted with the leave of the judges presiding.
3. If counsel intend to rely on authority not referred to in their heads of argument, copies thereof should be available for the judges hearing the appeal and counsel for each other party.
4. In regard to the content of their heads of argument, counsel are reminded of the *dicta* in *Caterham Car Sales & Coachworks Ltd v Birkin Cars (Pty) Ltd and Another* 1998 (3) SA 938 (SCA) at 955 B–F.
5. Counsels' names and contact details, including cell phone numbers, must appear on the heads of argument.
6. When allocating a date for the hearing of an appeal, the Judge President or the Deputy Judge President may direct that the parties deliver heads of argument earlier than provided for in paragraph 2 above.
7. Simultaneously with the filing of their heads of argument counsel shall file a practice note. The practice note shall set out —
 - 7.1 each issue that has to be determined in the appeal;
 - 7.2 an extremely brief submission in respect of each such issue;
 - 7.3 what portion of the record must be read.
8.
 - 8.1 In all civil appeals the record shall be securely bound in volumes of no more than 100 pages. Each volume shall be consecutively paginated and have a cover sheet reflecting —

- 8.1.1 the case number;
 - 8.1.2 the names of the parties;
 - 8.1.3 the total number of volumes in the record;
 - 8.2.4 the volume number of the particular volume;
 - 8.1.5 the court appealed from;
 - 8.1.6 the names, addresses and telephone numbers of the parties' legal representatives.
- 8.2 The first volume of the record shall contain an index of the evidence, documents and exhibits. The index must identify each document and exhibit.
- 8.3 Unless it is essential for the determination of the appeal, and the parties agree thereto in writing, the record shall not contain –
- 8.3.1 the opening address to the court *a quo*;
 - 8.3.2 argument at the conclusion of the application or trial;
 - 8.3.3 discovery affidavits and notices in respect thereof;
 - 8.3.4 identical duplications of any document contained in the record;
 - 8.3.5 documents that were not proved or admitted in the court *a quo*.
- 8.4 If it will facilitate the hearing of the appeal, or if requested by the presiding judge in the appeal, the parties shall prepare a core bundle of documents relevant to the determination of the appeal. This bundle should be prepared in chronological sequence and must be paginated and indexed.
- 8.5 In the event of a party failing to comply with any of the foregoing, the court may make *mero motu*, or on application of any party to the appeal, make a punitive cost order.
9. If the appellant decides to abandon or not to proceed with the appeal or the respondent decides not to oppose the appeal any longer, the registrar must be notified thereof immediately. The legal representative of the party who fails to notify the registrar as aforesaid may be called upon by the judges presiding to explain his/her failure. The judges presiding may take such steps against the legal representative as they regard appropriate.
10. Failure to file the heads of argument timeously will, as a general rule, only be condoned in exceptional circumstances. Error or oversight by counsel and legal representatives or the latter's employees will rarely be regarded as exceptional circumstance.

CHAPTER 8 — CRIMINAL MATTERS

8.1 Petitions for leave to appeal from the lower court

8.2 Appeals

8.3 Automatic review

8.4 Bail appeals

8.5 Reviews

8.6 Trials

8.1 PETITIONS FOR LEAVE TO APPEAL FROM THE LOWER COURT

1. The Criminal Procedure Act now provides that an accused who wishes to note an appeal against conviction or sentence of a lower court must first apply to that court for leave to appeal. If such an application for leave to appeal is unsuccessful in the lower court, the accused may 'by petition apply to the Judge President of the Court having jurisdiction' for leave to appeal (ss 309B and 309C).
2. The petition from the lower court must be lodged by way of petition procedure and not by way of notice of motion to the motion court.
3. The petition to the Judge President for leave to appeal against the conviction or sentence of the lower court must be lodged by delivering the original and two copies to the registrar dealing with petitions, who shall in turn distribute them to Judges in accordance with the directives given by the Deputy Judge President.

8.2 APPEALS

1. Criminal appeals are enrolled by the Director of Public Prosecutions.
2. When giving notice of the set down of a criminal appeal, the Director of Public Prosecutions shall, when the appeal is against conviction, specify the date by which the appellant's heads of argument must be delivered and the date by which the respondent's heads must be delivered. The Director of Public Prosecutions may, in his/her discretion or on the direction of the Judge President or of the Deputy Judge President, where the appeal is against sentence only, specify the dates by which heads of arguments are to be delivered by the respective parties.
3. Failure to file the heads of argument timeously will, as a general rule, only be condoned in exceptional circumstances. Error or oversight by counsel and legal representatives or the latter's employees will rarely be regarded as exceptional circumstances.
4. Where heads of argument have been required by the Director of Public Prosecutions, the Director of Public Prosecutions must in turn file heads of argument not later than five (5) court days before the date upon which the appeal is enrolled for hearing.
5. The presiding judge in the criminal appeal, the Judge President or the Deputy Judge President may direct that the heads of argument be delivered earlier than the dates referred to above.
6. Counsels' names, contact details, including cell phone numbers, must appear on the heads of argument.
7. If counsel intend to rely on authority not referred to in their heads of argument, copies thereof should be available for the judges hearing the appeal and counsel for each party. The same should apply where counsel intend to rely on unreported judgments.
8. In regard to the content of their heads of argument counsel are reminded of the *dicta* in *Caterham Car Sales & Coachworks Ltd v Birkin Cars (Pty) Ltd and Another* 1998 (3) SA 938 SCA AT 955 B-F.

8.3 AUTOMATIC REVIEW

1. Criminal matters that come before the High Court on automatic review during the court term are distributed equally amongst the judges on duty save that no reviews are distributed to the judge sitting in the urgent court for the week that he/she so sits.
2. Where a particular judge has directed a query to the magistrate who presided in the matter on review and the magistrate has responded thereto, the review may be referred to any other judge who shall deal with the matter. Similarly where a particular judge has referred a review to the Director of Public Prosecutions, and the Director's opinion has been received, the review may be referred to any other judge who shall then deal with and if possible dispose of the matter.
3. Save in the case of the greatest urgency a query must be directed to the presiding magistrate before a judge interferes with a conviction or sentence on review. In all cases the opinion of the Director of Public Prosecutions must be obtained before a judge interferes with a conviction or sentence on review.
4. Where a review in which the judge who refers the matter is considering the release of the accused from prison is referred to the Director of Public Prosecutions, the judge referring the matter should inform the Director of Public Prosecutions of his consideration and the reason therefor and require a response within a stated period of time.
5. A review judgment is given by two judges. If the two judges agree, the release of the accused can be achieved by way of telegraphic communication.

8.4 BAIL APPEALS

1. Irrespective of the urgency thereof, a bail appeal is not heard in the motion court.
2. As soon as the proceedings in the bail application and the magistrate's judgment have been transcribed, application for the enrolment of the appeal is made to the Director of Public Prosecutions. The Director of Public Prosecutions shall then apply to the Deputy Judge President or, in his absence, the senior judge on duty, for the allocation of a date and time for the hearing of the appeal. The Director of Public Prosecutions shall inform all parties of the allocated date and time of the appeal.
3. Bail appeals are heard by a single judge.
4. If the matter is, in the opinion of the Deputy Judge President, or the senior judge in the absence of the Deputy Judge President, of sufficient urgency to warrant immediate attention, a bail appeal may be heard before or after ordinary court hours.

8.5 REVIEWS

1. Irrespective of the urgency thereof, a review of a magistrate's decision in a criminal matter is not heard in the motion court.
2. As soon as the court papers relating to the review have been exchanged between the parties, the applicant may make application for the enrolment of the review to the Director of Public Prosecutions. The Director of Public Prosecutions shall then approach the Deputy Judge President or, in his absence, the senior judge on duty, for the allocation of a date and time for hearing of the review. The Director of Public Prosecutions shall inform all parties of the allocated date and time of the review.
3. When allocating the date and time for the hearing of the review, the Deputy Judge President or senior judge on duty may direct when each party is to deliver heads of argument prior to the hearing of the review.
4. The practices in regard to the binding of the papers, indexing and paginating, as set out in the chapter hereof dealing with motion court, apply equally to the reviews.
5. Reviews are usually heard by two judges sitting in the criminal appeal court.

8.6 TRIALS

1. Criminal trials are enrolled by the Director of Public Prosecutions.
2. Counsel must ensure that they are available for the entire duration of the trial. Failure to do so will result in counsel's conduct being referred to the relevant society or association of which counsel is a member for disciplinary action.
3. A postponement of a trial will normally not be granted because counsel is not available for the trial or for the entire duration of the trial.
4. Counsel shall disclose prior to the commencement of the trial any matter which may result in the matter being unable to run continuously to its conclusion.
5. Counsel will not be released from his/her obligation to remain in attendance for the duration of the trial.

CHAPTER 9 — JUDGE IN CHAMBERS

1. Counsel who wishes to see a judge in chambers should approach the relevant judge's clerk. If the relevant judge's clerk is not available, another judge's clerk may be approached. If no judge's clerk is available the court usher may be approached.
2. The judge's clerk or usher will advise counsel if and when the meeting with the judge will take place.
3. Where counsel seek to see a judge in chambers, all counsel in the matter must be present. In view hereof it is not advisable for counsel to see a judge in chambers where one or more of the parties are not represented by counsel.
4. It is not necessary for counsel who appear in a trial allocated to a particular judge to see that judge in chambers prior to the commencement of the trial, other than for the purpose of introducing themselves to the judge, if they have not already done so.

CHAPTER 10 — JUDGES' CLERKS

1. The duties of judges' clerks are set out in a manual which is made available to each judge's clerk on his or her appointment.
2. The judges' clerks must familiarise themselves with their functions as set out in the practice manual.
3. Court orders must be carefully and correctly noted by the judges' clerks on the court file. If a draft order is made an order of court, judges' clerks must staple the draft order onto the inside of the front cover of the court file. If the draft order provides for the postponement of the matter or for the extension of a rule *nisi*, the date to which the matter is postponed or the extended return date must be noted on the court file.
4. If a judge has marked a judgment as reportable the judge's clerk must hand a printed copy and an electronic copy of the judgment to the head librarian. The head librarian will arrange for the reporting of the judgment. The indication on the judgment that it is reportable must be signed in original on the copy of the judgment handed to the head librarian.
5. If a judge has marked a judgment as being of interest to other judges, a printed copy thereof bearing such indication signed by the judge in original must be handed by the judge's secretary to the head librarian. The head librarian will arrange for the distribution of the judgment to the judges of the division.
6. The judge's clerk must hand a copy of every printed and signed judgment of his/her judge to the head librarian who shall compile and retain an electronic collection of all judgments delivered in the North Gauteng High Court, Pretoria, once such judgments have been printed and signed by the judges.
7. When a judge is sitting in the trial court and a matter has been allocated to the judge, the relevant judge's clerk must notify the clerk of the Deputy Judge President by e-mail-
 - 7.1 immediately after the hearing of the matter has been concluded;
 - 7.2 whilst the matter continues, each afternoon no later than 15:00, that the matter will continue the next morning;
 - 7.3 the estimated further duration of the matter;
 - 7.4 the name of the judge hearing the matter;
 - 7.5 the parties' names; and
 - 7.6 the case number.

CHAPTER 11 — LEAVE TO APPEAL IN CIVIL MATTERS

1. An application for leave to appeal must be filed with the registrar in charge of civil appeals.
2. If the judgment in respect of which leave to appeal is sought was not handed down in typed form when the judgment was delivered, the applicant shall forthwith take the necessary steps to cause the judgment to be transcribed. All the other parties to the application for leave to appeal shall forthwith be informed in writing of the steps taken by the applicant in this regard.
3. If the applicant does not within three days of the service of the application for leave to appeal take the necessary steps to cause the judgment to be transcribed, the respondent's legal representative may take the necessary steps to ensure that the judgment is transcribed. All the other parties to the application for leave to appeal shall forthwith be informed in writing of the steps taken by the respondent in this regard.
4. If the judgment was handed down in typed form, or after the judgment has been transcribed, it may be placed in the court file and the applicant may apply by letter to the registrar in charge of civil appeals for the allocation of a date for the hearing of the application for leave to appeal. The applicant must forthwith forward a copy of the letter to all the other parties to the application for leave to appeal.
5. If the applicant does not apply for the allocation of a date for hearing of the application for leave to appeal within a period of seven days after the judgment has become available, the respondent may so apply. The application is made by directing a letter to the registrar in charge of civil appeals. At the same time the respondent must place a copy of the judgment in the court file. The respondent must forthwith forward a copy of the letter to all the other parties to the application for leave to appeal.
6. Once the registrar in charge of civil appeals is in possession of—
 - 6.1 the application for leave to appeal;
 - 6.2 the judgment; and
 - 6.3 the letter requesting a date for the hearing of the application,

the aforesaid registrar will submit the relevant court file to the clerk of the judge who delivered the judgment. The judge's clerk will endorse the date and time on which the application for leave to appeal is to be heard. The judge's clerk will return the file to the aforesaid registrar.

7. The registrar in charge of civil appeals shall thereupon notify the parties of the date and time so determined and shall enrol the matter accordingly. Thereafter the aforesaid registrar shall return the court file with proof of notification of the date and time of the hearing to the secretary of the judge who delivered the judgment and shall confirm that the application has been enrolled.
8. Applications for leave to appeal are normally enrolled for 09:30 or 14:00. It is anticipated that the application, including judgment thereon, will be concluded by 10:00 or 14:30. If the parties or any one of them envisage the application taking longer than half an hour to be concluded, a statement to this effect must be made in the letters referred to above. In such a case the presiding judge may determine another time for the hearing of the application for leave to appeal.
9. If none of the parties to the application for leave to appeal apply to the registrar for the allocation of a date for the hearing of the application for leave to appeal, the registrar in charge of civil appeals will submit the relevant court file to the clerk of the judge who delivered the judgment. The aforesaid registrar shall indicate the parties' failure to comply with the foregoing and request a date for the hearing of the application for leave to appeal. The clerk of the judge will endorse the date and time on which the application is to be heard. The judge's clerk will return the court file to the aforesaid registrar. Thereafter the practice set out in paragraph 7 shall be followed.
10. The availability of counsel is not conclusive in the determination of a date for the hearing of an application for leave to appeal.
11. If the judge who delivered the judgment is not available for whatever reason, the file will be submitted to the Deputy Judge President.

CHAPTER 12 MEDIA COVERAGE OF COURT PROCEEDINGS

- 12.1 In the practice notice reported at 2009(3) SA.1 (SCA) the Supreme Court of Appeal issued guidelines to standardise the procedure where permission is requested to film or record court proceedings.
- 12.2 These guidelines have been amended to meet the requirements of the North Gauteng High Court, Pretoria.
- 12.3 The guidelines, as amended, are annexed hereto as Annexure "A" 12.

CHAPTER 13 — MOTION COURT

- 13.1 Allocation of courts
- 13.2 Index
- 13.3 Binding of papers
- 13.4 Pagination
- 13.5 Briefing of counsel
- 13.6 Calling of the roll of unopposed matters
- 13.7 Closure of the unopposed motion court roll
- 13.8 Concise heads of argument
- 13.9 Enrolment
- 13.10 Enrolment of application after notice of intention to oppose
- 13.11 Errors on the unopposed roll
- 13.12 Hearing of opposed matters
- 13.13 Third motion court matters
- 13.14 Matters not on the roll
- 13.15 Postponements
- 13.16 Practice note
- 13.17 Preparation of papers
- 13.18 Service
- 13.19 Settlement
- 13.20 Settlement agreements and draft orders
- 13.21 Stale service
- 13.22 Striking from the roll
- 13.23 Summary judgments
- 13.24 Urgent applications

13.1 ALLOCATION OF COURTS

1. During Court Term—

1.1 Unopposed Motion Court

Three courts will sit on each day of the week.

1.2 Opposed Motion Court

Five courts will sit on each day of the week.

1.3 Urgent Motion Court

One court will sit from 16:00 on the Friday preceding the motion court week and will terminate its sitting on the following Friday at 16:00.

- 1.4 The Judge President may in terms of the term roll or, where it is required during the court term, the Deputy Judge President may increase or decrease the number of courts referred to in 1.1, 1.2 and 1.3.

2. During Court Recess—

2.1 Unopposed Motion Court

Two courts will sit on each day of the week save for the week before Christmas and the week before New Year.

2.2 Opposed Motion Court

No opposed matter will be heard during court recess.

2.3 Urgent Motion Court

One court will sit each day of the week.

- 2.4 The Judge President may in terms of the recess duty roll or, where it is required during recess, the senior judge on duty may increase or decrease the number of courts referred to in 2.1, 2.2 and 2.3.

13.2 INDEX

1. Prior to the hearing of the application the applicant must deliver a complete index of all documentation before the court for the determination of the application.
2. The index should briefly describe each affidavit and annexure as a separate item.
3. This practice is equally applicable to unopposed applications.

13.2 BINDING OF PAPERS

1. Prior to the set down of the application the applicant must ensure that all the documentation before the court for the determination of the application is properly bound.
2. In binding the application, care must be taken to ensure that the method of binding does not hinder the turning of papers.
3. The documentation should not be bound in volumes of more than 100 pages each.

13.4 PAGINATION

1. The applicant must paginate the notice of motion, founding affidavit and annexures thereto, the replying affidavit, if any, and annexures thereto, prior to serving the documents on the other party.
2. The respondent must likewise paginate the answering affidavit and annexures thereto prior to serving the documents on the other party.
3. The respondent must commence pagination of the answering affidavit and annexures thereto by utilising the next chronological number following the last number utilised by the applicant. The applicant must commence pagination of the replying affidavit and annexures thereto by utilising the next chronological number following the last number utilised by the respondent.
4. Where there are multiple respondents represented by different attorneys, each such respondent is released from the obligation referred to in paragraphs 2 and 3 above. In that event the obligation to paginate all the affidavits is on the applicant.
5. Additional documents generated during the application (eg returns of service, reports, etc) must be indexed, paginated and placed in an 'Additional Documents Bundle.'
6. Notwithstanding paragraphs 2 and 3 above, the applicant must ensure that prior to the hearing of the application it is properly paginated. In the event that the respondent failed to comply with paragraph 2 above, the applicant may seek a punitive cost order against the respondent in respect of the pagination of the answering affidavit and annexures.
7. As is apparent from paragraph 1 above, this practice is applicable to opposed and unopposed applications.

13.5 BRIEFING OF COUNSEL

1. Legal representatives must ensure that counsel are briefed timeously to enable counsel to file practice notes and short heads of argument and to generally comply with the requirements of the practice manual in respect of the motion court.
2. The fact that counsel has not been briefed timeously will normally not be accepted as a reasonable explanation for the failure of counsel to comply with the requirements of the practice manual.

13.6 CALLING OF THE ROLL OF UNOPPOSED MATTERS

1. Prior to the calling of the roll the secretary of the presiding judge will invite counsel and legal practitioners to call matters which are to be removed from the roll or postponed.
2. Summary judgment and rule 43 applications which are not to be removed or postponed, as well as divorce matters, will stand down to the end of the roll.
3. Thereafter the roll will be called page by page and counsel will deal with their matters, including divorce matters, in order of seniority.
4. Thereafter, if not all matters have been dealt with, counsel and legal representatives will be entitled to call their matters in order of seniority.
5. Thereafter summary judgment applications will be dealt with.
6. Finally rule 43 applications will be dealt with.
7. If a matter has to stand down after it has been called, it must stand down until the roll has been called once, unless the presiding judge indicates otherwise.
8. It is emphasised that the courts of the most senior judges take precedence over the courts of more junior judges.
9. Judges may arrange the calling of matters in their specific courts other than provided herein.

13.7 CLOSURE OF THE UNOPPOSED MOTION COURT ROLL

1. The unopposed motion court roll closes at noon two court days preceding the date of hearing.
2. Access to the court file must not be sought from the relevant judge nor from the judge's clerk.

***Amendment effective 14 April 2014**

To be read in conjunction with the provisions in par 13.23 (summary judgments) and it shall be qualified to mean the following:

"The unopposed motion roll closes at 12h00 2(two) court days preceding the date of hearing, i.e. the final enrollment of a matter(s) by litigants is to be made at 3 (three) court days before the date of hearing but not more than 6 (six) court days before the date of hearing."

13.8 CONCISE HEADS OF ARGUMENT

1. Concise heads of argument must be attached to the practice note (see paragraph 13.16 below) filed by each party.
2. The heads should indicate the issues that fall for determination and counsel's contentions in respect of those issues. Reference to the authorities relied upon for those contentions should be set out.
3. If concise heads of argument were filed for a previous hearing of the matter and the issues for determination have not changed, concise heads of argument need not be filed again. The practice note must indicate that reliance will be placed on the concise heads of argument filed previously.
4. At the hearing of the matter further heads of argument may be handed in.
5. The practice note and heads of argument should also be served on the other side or at least be exchanged with the opposing counsel.

13.9 ENROLMENT

1. Unopposed Motions

- 1.1 For purposes of this directive “unopposed motions” shall include *ex parte*, unopposed, summary judgments and rule 43 as well as unopposed divorces.
- 1.2 For practical reasons the enrolment of unopposed motions will require two steps: provisional enrolment and final enrolment.

Provisional enrolment

- 1.3 For purposes of provisional enrolment, the registrar will prepare and at all times have available a blank register for each Court day. The blank register will be in accordance with annexures “A” 13.9, “B” 13.9 and “C” 13.9 attached hereto. The register will be kept available at a location designated by the registrar.
- 1.4
 - 1.4.1 A person seeking to enrol a matter shall do so by entering on the register for the appropriate day, in the next available space on the register under the appropriate heading (Rule 43, Divorce or Application) the case number, the parties’ names, attorneys, the name of the person enrolling the matter and his or her contact details.
 - 1.4.2 No matter will be enrolled in terms of 1.4.1 without the issued application and clarifying the nature of the application (e.g. liquidation, rehabilitation, sequestration, surrenders, rule 43, divorce, appointment of curator, Sec 4(2) eviction, eviction, summary judgment, default judgment, revival or extension of rule *nisi* and so forth.)
- 1.5
 - 1.5.1 No more than 186 applications may be enrolled on any Court day and this section is to be read with section 1.24 below.
 - 1.5.2 The number enrolled in terms of 1.5.1 shall be made up as follows:
 - 1.5.2.1 9 Rule 43 Applications
 - 1.5.2.2 15 Divorces
 - 1.5.2.3 27 Summary Judgments
 - 1.5.2.4 60 Default Judgments
 - 1.5.2.5 45 (Insolvency, Liquidations, Surrenders and Rehabilitations)
 - 1.5.2.6 30 Other applications
- 1.6 When the Court grants a rule *nisi* or postpones a matter, it shall be the responsibility of the applicant or his attorney to provisionally enter the matter on the register for the appropriate day before the rule is granted or the matter is postponed.

- 1.7 No entry may be removed from the provisional register.
- 1.8 When the register for a particular day is full, the registrar shall remove and keep the register in a safe place until the day after the date to which the register applies.

Final enrolment

- 1.9 Only matters that have been provisionally enrolled for a particular date may be finally enrolled for that date.
- 1.10 Unopposed motions may only be finally enrolled when the papers are ready, paginated and indexed where applicable, and the matter is ripe for hearing.
- 1.11 Unopposed Motions may not be finally enrolled later than noon on the Court day but 4 days preceding the day on which the matter is to be heard and will not be enrolled more than 7 days prior to the date of hearing. (Final enrolment to start 7 days before the allocated date of hearing and the last date for enrolment is 12h00 the 4th day before date of hearing i.e. enrolment on Monday for hearing on the next Monday, Tuesday for the next Tuesday, Wednesday for Wednesday, Thursday for Thursday and Friday for hearing on the next Friday.)
- 1.12
 - 1.12.1 No unopposed motions may be finally enrolled without a short practice note.
 - 1.12.2 The short practice note in 1.12.1 shall contain the following information:
 - 1.12.2.1 The date on which the matter is enrolled for hearing.
 - 1.12.2.2 The nature of the application.
 - 1.12.2.3 The estimated duration (in summary judgment and Rule 43 applications each party shall be allowed not more than 15 minutes unless the Court allows as may be deemed fit and necessary).
 - 1.12.2.4 The name and contacts of the legal representative.
 - 1.12.2.5 If the matter has been previously postponed, the reason for such postponement.
- 1.13 For the purpose of final enrolment, the registrar shall make available a secure location ("the location") under supervision of a person designated by the registrar ("the supervisor"). The supervisor shall at the location oversee the final enrolment process.
- 1.14 In the location, the registrar shall make available suitable space where the files for each Motion Court day can be stored.
- 1.15 A matter is finally enrolled by handing over the Court file, ready for hearing, to the supervisor in the manner prescribed in this directive.
- 1.16 The person finally enrolling a matter shall enter on the cover of the Court file the relevant date and the number from the register where it had been enrolled provisionally.

- 1.17 When the Court file is handed to the supervisor, both the supervisor and the person finally enrolling the matter must sign next to the date and number entered on the cover of the Court file, as proof of final enrolment.
- 1.18 The Court file of a matter finally enrolled shall be left with the supervisor in the secure location.
- 1.19 The supervisor shall keep the respective files for each motion court day separately. The files shall be kept in the order in that they have been received for final enrolment.
- 1.20 A party who has finally enrolled a matter may not after final enrolment, without the leave of the Court, file any further documents other than a notice of removal, a notice of withdrawal, a notice of postponement, a notice granting leave to defend to a defendant in a summary judgment application, a practice note and an official document or report.
- 1.21 Parties who are in terms of the rules entitled to file documents in matters that have been finally enrolled shall do so by handing the document/s to the supervisor who shall stamp it and file it in the appropriate file.
- 1.22 It shall be the responsibility of the registrar to prepare a motion court roll from the files of matters that have been finally enrolled and have been kept, ready for hearing, in the secure location. No matter that has not been enrolled provisionally for that day, may be on the motion court roll for a particular day. No matter that has not been finally enrolled as set out herein may appear on the motion court roll for a particular day.
- 1.23 The unopposed motions finally enrolled for each day shall be distributed evenly between the motion Courts.
- 1.24 No more than 3 Rule 43 applications, 5 divorces, 9 summary judgments, 20 default judgements, 15 insolvency applications including liquidations, surrenders and rehabilitations and 10 other applications may be enrolled before any one Court.
- 1.25 Any matter on the roll in excess of the numbers mentioned in paragraph 21 above, will be postponed *sine die*.
- 1.26 The Court postponing matters under paragraph 22 above may, in its discretion and after hearing the official concerned, order the supervisor or the registrar who has prepared the roll to pay the costs of the postponement.
- 1.27 *Ex parte* applications to be enrolled on any Court day provided there is still an opening, to guard against the limit imposed in terms of section 1.5 above.
- 1.28 Applications for a warrant of execution, in default judgments have to be served personally (see: *ABSA Bank Limited v Lekuku* (32700/2013)[2014] ZAGP JHC 244 (14 October 2014)).

1.29 INTERLOCUTORY APPLICATIONS

1.29.1 DEFINITION AND RATIONALE

- 1.29.1.1 A Trials Interlocutory Motion Court is dedicated to opposed and unopposed interlocutory applications in respect of matters which have been allocated trial dates and such matters will sit every Tuesday and Thursday during the term.
- 1.29.1.2 The Trial Interlocutory Motion Court is established to deal with matters where there is non-compliance with the rules of Court, Practice Manual and Directives issued by the Court, or a Judge and such non-compliance may cause the trial not to proceed on the allocated date. Practitioners are further encouraged to use Rule 30A to the Uniform Rules of Court.
- 1.29.2 Trial interlocutory applications should be set down before noon (12:00) on Thursdays preceding Tuesday or Thursday on which the application will be heard and such applications should not exceed 10 applications per Court day vis: Tuesday and Thursday.
- 1.29.3 The files in 1.29.2 above will be allocated on Friday to the Senior Judge sitting preceding the Tuesday or Thursday the matter is to be heard. The Judge will evenly distribute the applications amongst the Judges sitting on a Tuesday and or on a Thursday.
- 1.29.4 In respect of matters to be heard in the Interlocutory Motion Court, the applicant should briefly set out reasons in an affidavit why the application was not filed earlier and cannot be heard in the ordinary opposed and unopposed motion Court. The applicant should further state all the outstanding matters (issues) which may cause the trial not to proceed and the proposed time periods within which the opponent should respond or comply.
- 1.29.5 The Court may, in proper cases, award punitive costs where a party is recalcitrant or there is obfuscation or inappropriate delay of the progress in the matter is apparent.
- 1.29.6 The opponent should be served with a notice of set down for hearing of the Interlocutory application at least five Court days before the Tuesday or Thursday on which the application will be heard. No application will be finally set down for hearing in terms of 1.29.2 above if the Registrar is not satisfied that the applicant has complied with this section (1.29.6).
- 1.29.7 The Court file, duly indexed and paginated together with a Practice Note, should be delivered to the office of the Registrar dealing with allocation of dates in respect of opposed and unopposed applications by not later than 12h00 the Thursday before the Tuesday or Thursday on which the matter is to be set down for hearing. The practice note should specifically identify the application as an Interlocutory Application and the duty lies on the enrolling party to ensure that the matter is enrolled on the Interlocutory Applications roll and not on the normal opposed or unopposed motion roll.
- 1.29.8 In respect of the opposed Interlocutory Applications, the applicant should file the heads of argument and practice note when the Court file is delivered to the office of the Registrar. The opposing party should file the opposing papers, heads of argument and the practice note by 12h00 the Friday before the Tuesday or Thursday upon which the matter would have been set down for hearing.

2. Opposed Motions

- 2.1 A party to an opposed motion may apply to the registrar to allocate a date for the hearing of that application in terms of rule 6(5)(f) of the Uniform Rules of Court only, if, in addition:
- (a) The papers have been indexed and paginated: and
 - (b) The Heads of Argument have been served and filed.
- 2.2 On completion of the index it must be served immediately on the other party, the index must indicate prominently on the front page the date on which it was completed.
- 2.3 The applicant must serve and file Heads of Argument within 15 days from the date of completion of the index and the respondent must serve and file Heads of Argument within 10 days from the date on which the applicant's Heads of Argument are served. The party filing Heads of Argument must ensure that the registrar records on the Court file the date of receipt of the Heads of Argument.
- 2.4 If any of the parties fail to file the Heads of Argument as provided for in 2.3 above, the other party who has served and filed Heads of Argument will be entitled to apply for the allocation of a date for hearing as provided for in 2.1 above. The party applying for a date for hearing in terms of this paragraph must state in the application that the other party has failed to timeously file Heads of Argument.
- 2.5 If the application, for any reason, is not to proceed on the date allocated, the parties must notify the registrar thereof immediately.
- 2.6 The registrar will make available a secure location ("the location") under the supervision of a person (the "supervisor") where a registrar of matters enrolled on the opposed motion roll will be kept.
- 2.7 In the location the registrar shall make available suitable space where the files of each opposed motion court week will be kept. A designated room will be indicated as the locations.
- 2.8 The registrar will prepare and at all times have available in the location a blank register each Court week. The blank register will be in accordance with annexure "D" 13.9 attached hereto.
- 2.9 Any person seeking to enrol a matter on the opposed Motion Court roll shall take the file, ready for hearing, properly paginated and indexed, together with the Heads of Argument, to the location, enter the particulars as set out hereunder and leave the file in the location.

- 2.10 The person enrolling the matter shall do so by entering in the next available space, for a particular date, on the register, the case number, the parties' names, the nature of the application, the name of the parties' attorneys, the name of the person enrolling the matter and his or her contact details. The person shall file in the Court file a notice of set down stamped by the supervisor.
- 2.11 The supervisor shall keep the respective files for each Motion Court week separately. The files shall be kept in the order that they appear on the register.
- 2.12 No more than 60 applications may be enrolled for any Court week. Provided that on any week where there is a public holiday, the number will be reduced to 40 matters per Court week of 4 days. The more public holidays in any Court week the more the number of applications for that week reduces to a number to be determined by the office of Registrar dealing with the opposed motions in consultation with the Judge President or Deputy Judge President.
- 2.13 A party who has enrolled a matter may not after enrolment, without the leave of the Court, file any further documents other than a notice of removal, a notice of withdrawal, a notice of postponement, a practice note and an official document or report.
- 2.14 Parties who are in terms of the rules entitled to file documents in matters that have been enrolled shall do so by handing the document to the supervisor who shall stamp it and file it in the appropriate file.
- 2.15 When a matter is removed from the roll by notice, the supervisor shall stamp the notice of removal, file the notice in the file and return the file to the general office for filing. The supervisor shall also delete the entry pertaining to that matter from the register and sign his or her name next to the deletion with the date of the deletion. Other than this no entry may be removed from the register of opposed motions and no file may be removed from the secure location for any purpose other than to take the files to the senior judge in the Opposed Motion Court
- 2.16 It shall be the responsibility of the registrar to prepare a Court roll from the register for the opposed motions for each week.

13.10 ENROLMENT OF APPLICATIONS AFTER NOTICE OF INTENTION TO OPPOSE

1. Where the respondent has failed to deliver an answering affidavit and has not given notice of an intention only to raise a question of law (rule 6(5)(d)(iii)) or a point *in limine*, the application must not be enrolled for hearing on the opposed roll.
2. Such an application must be enrolled on the unopposed roll. In the event of such an application thereafter becoming opposed (for whatever reason), the application will not be postponed as a matter of course. The judge hearing the matter will give the necessary directions for the future conduct of the matter.
3. The notice of set down of such an application must be served on the respondent's attorney of record.

13.11 ERRORS ON THE UNOPPOSED ROLL

1. If an urgent application is enrolled in the wrong court, the application may be referred to the urgent court with the leave of the judge in whose court it was erroneously enrolled.
2. If an opposed matter is erroneously placed on the roll of unopposed matters, the clerk of the judge on whose roll the matter appears must, on instruction from the judge, hand the court file to the clerk of the senior opposed motion court judge, who will deal therewith as the judge sees fit.

13.12 HEARING OF OPPOSED MATTERS

1. All matters will be enrolled for the first day of the week in which the matters are to be heard.
2. The senior judge will have all files at least 15 clear court days before the first day of the week during which the matters are to be heard and will allocate all matters at least 10 court days in advance. Each judge will then prepare his or her own roll for the week, which will be distributed to the professions.
3. Judges will, as far as possible, accommodate counsel and legal practitioners to hear matters on specific dates.
4. As soon as a matter becomes settled or the parties agree to postpone, the judge presiding must be informed of that fact immediately.
5. No opposed applications may be postponed to another opposed motion court date. Instead, a new date of hearing must be applied for.

13.13 THIRD MOTION COURT MATTERS

1. An opposed motion which is expected to require a day or more (including the delivery of an *ex tempore* judgment) may not be enrolled for hearing without the consent of the Deputy Judge President.
2. The consent of the Deputy Judge President for the enrolment of the matter is sought in writing, a copy of which must simultaneously be made available to the other party or parties to the opposed motion and must contain:
 - 2.1 a short exposition of the nature and complexity of the matter;
 - 2.2 the estimated duration thereof;
 - 2.3 an assurance that all the necessary affidavits have been exchanged (or in exceptional cases an indication of the date by when they will have been exchanged);
 - 2.4 an assurance that the papers have been properly indexed and paginated;
 - 2.5 proposals for the filing of heads of argument by the parties; and
 - 2.6 suggestions as to when the application can be heard.
3. The other party or parties to the opposed motion who wish to make representations in respect thereof may do so in writing.
4. The Deputy Judge President will determine the date of the hearing of the aforesaid opposed motion and furnish such directives as he deems fit in respect thereof.
5. The opposed motion must forthwith be enrolled for hearing in terms of the determination of the Deputy Judge President.

13.14 MATTERS NOT ON THE ROLL

1. Any matters not on the roll must only be brought to the attention of the presiding judge of the court on whose roll the matter ought to have appeared after the roll of the court has been called at least once.
2. Once counsel has determined that a matter is not on the roll and the relevant court file has been located, the court file should be handed to the secretary of the judge presiding. The judge's secretary shall prepare a list of such matters for use by the judge's secretary and the presiding judge.
3. Once the matter is enrolled, the presiding judge will give directions for the hearing of the matter.

13.15 POSTPONEMENTS

1. A motion, whether opposed or unopposed, will generally not be postponed to a specific date. It will either be postponed *sine die* or removed from the roll.
2. Where a motion has to be postponed to a specific date (eg rehabilitation for which notice has been given), such postponement, in the absence of urgency, must be to a date at least two weeks hence.
3. Subsequent to the allocation of an opposed matter to a particular judge for hearing, the clerk of the judge to whom the matter has been allocated must be informed in person or telephonically immediately it becomes known that a matter is to be postponed.
4. When a matter is to be postponed the provisions of paragraph 13.9 supra must be followed. In particular, all the required information must be entered on the register for the date to which the matter is to be postponed.

13.16 PRACTICE NOTES

1. Counsel for each party in a motion which appears on the opposed roll is to file a practice note not later than 13:00, 15 days preceding the first day of the week in which the matter will be heard.
2. The practice note shall set out:
 - 2.1 the name of the parties, the case number and its number on the roll (if known);
 - 2.2 the names and telephone numbers of all counsel in the motion;
 - 2.3 the nature of the motion;
 - 2.4 an indication of the issues to be determined in the application;
 - 2.5 the relief sought at the hearing by the party on whose behalf counsel is completing the practice note;
 - 2.6 an estimate of the probable duration of the motion;
 - 2.7 if the matter is urgent and, if so, motivation for the urgency; and
 - 2.8 whether or not the papers need to be read and, if so, which portion thereof.
3. A practice note must be filed as set out in 1 above on each occasion the motion appears on the opposed roll.
4. When the day on which the practice note is to be filed falls on a public holiday, such documents shall be filed on the preceding court day.

13.17 PREPARATION OF PAPERS

1. The original application, the original return of service and other original documents comprising the application must be contained in the court file.
2. If a document or documents attached to the founding or replying affidavit are:
 - 2.1 in manuscript; and
 - 2.2 not readily legible,the applicant shall ensure that typed and legible copies of the document or documents are provided.
3. The respondent bears the obligation referred to in the previous sub-paragraph in respect of documents attached to the answering affidavit.

13.18 SERVICE

1. Service is proved by filing in the court file the original return of service which establishes the service. In the absence of an acceptable explanation, a return of service will generally not be accepted from the bar.
2. Where publication in the *Government Gazette* or newspaper of a court order, notice or other document has to be proved, the full page of the *Government Gazette* or newspaper containing the relevant order, notice or other document must be filed. The court order, notice or other document must be clearly highlighted. In the absence of an acceptable explanation, proof of publication will generally not be accepted from the bar.
3.
 - 3.1 Where service is effected at the registered address of a company or close corporation the Sheriff must state in the return that he or she ascertained that there was a board at the address where service was effected indicating that that address was indeed the registered office of the company or close corporation.
 - 3.2 In the absence of such statement in the return of service, the registered address must be proved by filing in the court file an official document proving the registered address of the company or close corporation.
4. Where service is effected at a *domicilium citandi et executandi*, the original document wherein the *domicilium* is chosen must be in the court file.
5. In actions or applications for the incarceration (i.e. imprisonment) of the defendant or respondent, personal service of the summons or application must be effected on the defendant or respondent. If notice of set down of the matter has to be given to the defendant or respondent, personal service of the notice of set down must be effected on the defendant or respondent.
6. When service of any document by registered post is prescribed or authorised (in any action or application), such service is proved by the production of an affidavit by the person who procured the dispatch of such document, in which he/she:
 - 6.1 indicates the date of dispatch together with the name and address of the addressee;
 - 6.2 describes the document so dispatched; and

- 6.3 indicates, if that be the case, that the item in question has not been returned to the sender by the Post Office as being undelivered, and annexes the documentary proof of posting of a registered article issued by the Post Office.

13.19 SETTLEMENT

1. Prior to allocation and in respect of unallocated matters the clerk of the senior motion court judge for the particular week must be informed telephonically immediately it becomes known that a matter has become settled.
2. Subsequent to the allocation of a matter to a particular judge for hearing, the clerk of the judge to whom the matter has been allocated, must be informed telephonically immediately it becomes known that a matter has become settled, or where it has been agreed that the matter is to be postponed.

13.20 SETTLEMENT AGREEMENTS AND DRAFT ORDERS

1. Where the parties to an application have entered into a settlement agreement, a judge will only make such settlement agreement an order of court if:
 - 1.1 counsel representing all the parties to the application are present in court and confirm the signature of their respective clients to the settlement agreement and that their clients want the settlement agreement made an order of court,

or
 - 1.2 proof to the satisfaction of the presiding judge is provided as to the identity of the person who signed the settlement agreement and that the parties thereto want the settlement made an order of court.
2. Where the parties to an application have settled the application on the terms set out in a draft order, a judge will only make such draft order an order of court if:
 - 2.1 counsel representing all the parties to the application are present in court and confirm that the draft order correctly reflects the terms agreed upon;

or
 - 2.2 proof to the satisfaction of the presiding judge is provided that the draft order correctly reflects the terms agreed upon.

13.21 STALE SERVICE

1. Where any unopposed application is made six months or longer after the date on which the application or summons was served, a notice of set down must be served on the defendant or respondent.
2. The notice of set down must set out:
 - 2.1 the date and time at which the relief will be sought;
 - 2.2 the nature of the relief that will be sought.
3. The notice of set down must be served at least five days before the date on which the relief will be sought.

13.22 STRIKING FROM THE ROLL

1. If there is no appearance when a matter is called after a court has completed its roll, it may there and then be struck from the roll.
2. If a matter has been struck from the roll, counsel in the course of the week in which the matter was struck from the roll may seek that the matter be re-enrolled. The matter will only be re-enrolled if a proper explanation for non-appearance is given. Such explanation must be on oath.
3. If a matter has been struck from the roll it may only be re-enrolled for a subsequent week if an affidavit explaining the previous non-appearance is filed.
4. The negligence or ignorance of the provisions of the practice manual by counsel or legal representative will not necessarily constitute an acceptable explanation for the non-appearance.
5. Where the applicant or plaintiff has failed to file a practice note and/or heads of argument where they are required to do so in terms of the practice manual, the relevant matter may be struck from the roll.

13.23 SUMMARY JUDGMENTS

1. The plaintiff must paginate and index the application before it is served and filed
2. If the defendant files an opposing affidavit in terms of rule 32(3)(b) such affidavit and annexures must be paginated and an updated index must be served and filed.
3.
 - 3.1 No summary judgment application (whether unopposed or opposed) will be heard unless the plaintiff:-
 - 3.1.1 ensures that all the relevant papers (i.e. the summons, notice of intention to defend, application for summary judgment and any affidavits filed) are indexed and paginated; and
 - 3.1.2 files a practice note, which, in the case of an unopposed application, must also briefly outline the issues and refer to the relevant legislation and case law; and
 - 3.1.3 where the application is opposed, files short heads of argument which demonstrate why the defendant/s, has/have not set out a *bona fide* defence.
 - 3.2 Where a defendant has filed an opposing affidavit before the close of the roll the defendant must file short heads of argument which demonstrate why summary judgement cannot be granted.
 - 3.3 Where the defendant fails to file heads of argument the application will not be postponed unless there are exceptional circumstances requiring a postponement, but the court may take an appropriate costs order whatever the outcome of the application.
4. The parties will be entitled to file and the supervisor will be obliged to receive and put on the file, opposing affidavits, indices, practice notes and heads of argument in spite of a summary judgment application having been finally enrolled.
5. The plaintiff will be entitled and the supervisor will be obliged to allow the plaintiff to comply with the provisions of paragraph 3.1 above.

***Also see amendment of par 13.7**

13.24 URGENT APPLICATIONS

1. A judge is designated for the hearing of urgent applications for each week of the year. For this purpose the week commences on Friday at 16:00 and terminates on the Friday of the next week at 16:00.
2. The normal time for the bringing of an urgent application is at 10:00 on Tuesday of the motion court week.
3.
 - 3.1 If the urgent application cannot be brought at 10:00 on the Tuesday of the motion court week, it may be brought on any other day of the motion court week at 10:00. The applicant in the founding affidavit must set out facts which justify the bringing of the application at a time other than 10:00 on the Tuesday.
 - 3.2 If the urgent application cannot be brought at 10:00 on any day during the motion court week, it may be brought at 11:30 or 14:00 on any day during the motion court week. The applicant in the founding affidavit must set out facts which justify the bringing of the application at a time other than 10:00 on the Tuesday and other than 10:00 of the relevant court day.
 - 3.3 If the application cannot be brought at 10:00 on the Tuesday or at 10:00 on any other court day or at 11:30 or 14:00 on any court day it may be brought at any time during the court day. The applicant in the founding affidavit must set out facts which justify the bringing of the application at a time other than 10:00 on the Tuesday and other than at 10:00, 11:30 or 14:00 on any other court day.
 - 3.4 The aforementioned requirements are in addition to the applicant's obligation to set out explicitly the circumstances which render the matter urgent. In this regard it is emphasised that while an application may be urgent, it may not be sufficiently urgent to be heard at the time selected by the applicant.
 - 3.5 The aforementioned practices will be strictly enforced by the presiding judge. If an application is enrolled on a day or at a time that is not justified, the application will not be enrolled and an appropriate punitive cost order may be made.
4. The first paragraph of relief sought in the applicant's notice of motion must be for the enrolment of the application as an urgent application and for dispensing with the forms and service provided for in the rules of court, to the extent necessary.

5.

- 5.1 Unless the circumstances are such that no notice of the application is given to the respondent, or unless the urgency is so great that it is impossible to comply therewith, the notice of motion must follow the format of form 2(a) of the First Schedule to the Rules of Court and therefore must provide a reasonable time, place and method for the respondent to give notice of intention to oppose the application and must further provide a reasonable time within which the respondent may file an answering affidavit. The date and time selected by the applicant for the enrolment of the application must enable the applicant to file a replying affidavit if necessary.
- 5.2 Deviation from the time periods prescribed by the Rules of Court must be strictly commensurate with the urgency of the matter as set out in the founding papers.
- 5.3 In cases of extreme urgency, the reasonable time afforded to the respondent to give notice of intention to oppose, is usually not less than 2 hours, excluding the hour between 13:00 and 14:00.

6.

- 6.1 If the facts and circumstances set out in the applicant's affidavits do not:
 - 6.1.1 constitute sufficient urgency for the application to be brought as an urgent application and/or
 - 6.1.2 justify the abrogation or curtailment of the time periods referred to in rule 6(5) and/or
 - 6.1.3 justify the failure to serve the application as required in rule 4, the court will decline to grant an order for the enrolment of the application as an urgent application and/or for the dispensing of the forms and services provided for in the rule. Save for a possible adverse cost order against the applicant the court will make no order on the application.
- 6.2 The aforementioned requirements will be strictly enforced by the presiding judge.

7.

- 7.1 For the purposes of urgent applications ordinary court hours are 10:00 to 11:15, 11:30 to 13:00 and 14:00 to 16:00 of a court day. If a party wishes to bring an urgent application out of ordinary court hours the presiding judge's clerk must be telephoned at his/her office or on cell number: 083 677 0522.

The following information must be conveyed to the judge's clerk:

- 7.1.1 the identity of the parties;
 - 7.1.2 whether or not service has been or will be effected;
 - 7.1.3 whether or not the application is or is anticipated to be opposed;
 - 7.1.4 the type of application;
 - 7.1.5 the nature of the relief sought;
 - 7.1.6 why it is not possible for the application to be heard during ordinary court hours; and
 - 7.1.7 when it is anticipated the application will be ripe for hearing.
- 7.2 The judge's clerk will communicate with the judge and thereafter advise the party when and where the application will be heard or what directions the judge has given in regard to the application.
- 7.3 When an urgent application is brought out of ordinary court hours, the applicant must ensure that the order of the court can be typed so that it can be signed by the presiding judge's clerk.
- 7.4 The judge designated for the hearing of urgent applications is not to be contacted directly.
- 7.5 If the judge designated for the hearing of urgent applications directs that the application be heard in court after ordinary court hours the judge's clerk shall telephone —
- 7.5.1 the court stenographer on urgent application duty to arrange the stenographer's attendance in court at the arranged time. The stenographer's telephone number is obtained from i AFRICA on the Friday before 16:00.
 - 7.5.2 the security officer on duty at the main entrance of the High Court at telephone number 012 315 7460 to arrange for the admission of the parties to the court and for the parties to be directed to the court in which the court dealing with urgent matters is sitting.

8.

- 8.1 When an urgent application is brought for the Tuesday at 10:00 the applicant must ensure that the relevant papers are filed with the registrar by the preceding Thursday at 12:00.
- 8.2 The registrar's office must ensure that the court files of all urgent applications set down for the Tuesday at 10:00 are brought to the clerk of the judge hearing the urgent applications by 16:00 on the preceding Thursday.
- 8.3 The clerk of the judge hearing urgent applications will prepare a roll in respect of the urgent applications to be heard on the Tuesday at 10:00. The clerk will publish the roll in the foyer of the High Court by no later than 10:00 on the Tuesday.
- 8.4 Where an urgent application is brought for any other time than Tuesday at 10:00, the registrar's office shall ensure that the court file is brought to the clerk of the judge hearing urgent applications as soon as possible. The judge's clerk shall prepare a roll in respect of the urgent applications to be heard on the other days of the week. The clerk will publish the roll in the foyer of the High Court by no later than 09:00 on the day of the hearing.

9. Save in exceptional circumstances the applicant should not frame the relief sought in the form of a rule *nisi* which has in whole or in part interim effect. Where applicable, the urgent relief should be sought pending the determination of the application.

10.

- 10.1 On the Friday of each week at 16:00 the registrar shall send to the clerk of the judge designated for the hearing of urgent applications for the week commencing at 16:00 on the Friday —
 - 10.1.1 the cellular phone provided for the judge's clerk;
 - 10.1.2 fifteen consecutively numbered court files (these files are to be utilised in the event of an urgent application being brought without a court file having been opened by the registrar of the court);
 - 10.1.3 an official stamp of the registrar of the High Court.
- 10.2 On Friday of each week, before 16:00, the clerk of the judge who is to take over the urgent court must obtain from i AFRICA the telephone number of the stenographer on urgent court duty for the urgent court week.

10.3 On the first court day after any of the files referred to in 10.1.2 above have been utilized, the judge's clerk shall inform the registrar of the names of the parties and the allocated case number.

10.4 On the Friday morning at the conclusion of the week during which the designated judge heard the urgent applications, the judge's clerk must return the cellular telephone, the unused numbered files and the aforesaid stamp to the registrar.

11. The memorandum to practitioners titled:-

"Procedure in the Pretoria urgent motion court" dated 12 February 2007, annexed hereto as annexure "A" 13.24, is applicable and of full force and effect and must be complied with together with the foregoing.

CHAPTER 14 — OPENING OF COURT FILES

1. Each proceeding is allocated a distinctive case number by the registrar. In all proceedings the distinctive number precedes the reference to the year in which the proceeding was registered (eg 100/2011). In appeals the distinctive number is preceded by an 'A' (eg A100/2011).
2. An application for leave to appeal retains the case number of the matter in which leave to appeal is sought.
3. All interlocutory applications, applications related to or flowing from the main action or application and rule 43 applications are brought in the same court file as the main action or application and not under a new case number.

CHAPTER 15 - PARTICULAR APPLICATIONS

- 15.1 Anton Pillar type orders
- 15.2 Admission of advocates
- 15.3 Applications by the Law Society to suspend Attorneys or strike them off the roll and / or to impose other sanctions
- 15.4 Applications in terms of Section 295 of the Childrens Act 38 of 2005 for the confirmation of a surrogacy agreement
- 15.5 Cancellation of sales in execution
- 15.6 Change to the matrimonial regime
- 15.7 Class Actions
- 15.8 Curator *bonis*
- 15.9 Curator *ad Litem*
- 15.10 Eviction where the Prevention of illegal eviction from and Unlawful Occupation of Land Act 1998 (No 19 of 1998), applies
- 15.11 Provisional sentence
- 15.12 Rehabilitation
- 15.13 Removal or amendment of restrictions on land use
- 15.14 Sequestrations and voluntary surrender of estates.

15.1 ANTON PILLER TYPE ORDERS

1. These practices apply when an order which is sought *ex parte* involves a search for a movable object or the attachment thereof in order to preserve evidence as is meant in *Shoba v Officer Commanding, Temporary Police Camp, Wagendrift dam and Another: Maphanga v Officer Commanding, South African Police Murder and Robbery Unit, Pietermaritzburg, and Others* 1995 (4) SA 1 (A) or if the item is not identified in the papers, ie if identification is dependent upon pointing out which is still to be made.
2. Such an application must stand on its own and not form part of an application in which other relief is claimed. Duplication of costs is to be minimised by incorporating evidence in one application by reference in any other application.
3. When the applicant wishes the matter to be heard in camera:
 - 3.1 the applicant may, without being obliged to do so, prove the reason why such a hearing is necessary in a separate affidavit. If a separate affidavit is employed and a hearing in camera is refused without a party or the judge having placed reliance on the contents of the application itself, the applicant may withdraw and remove the Anton Piller application;
 - 3.2 a certificate from counsel in support of a hearing in camera is not necessary; and
 - 3.3 all steps must be taken as if the application is being set down on the motion court roll by use of the ordinary forms and in the ordinary manner except that the notice of set down and application are handed to the clerk of the senior judge on motion court duty for the purpose of safekeeping and maintaining secrecy all in accordance with the directions of the senior judge.
4. A Notice which accords with annexure 'A' 15.1 hereto must be handed to the person on whom the order is to be served prior to any execution of the order.
5.
 - 5.1 Annexure 'B' 15.1 represents a model order which applies to relief along Anton Piller lines. It may be adapted according to circumstances but the judge's attention must be drawn to deviations.
 - 5.2 Deviations from annexure 'B' 15.1 must be limited to what is necessary and must heed the following guidelines:

- 5.2.1 unless the procedure is limited in case law, undertakings to the court must be employed to counteract injustice and avoidable inconvenience to the respondent;
- 5.2.2 the order must be justifiable in terms of South African law;
- 5.2.3 it must be borne in mind that it is of the essence of an Anton Piller type order that it results in some immediate interference with the respondent without any prior notice (even if a rule *nisi* pattern of order were to be used). Immediate operation must be limited to what can be fully justified by urgency or other need for breach of the *audi alteram partem* principle;
- 5.2.4 relief which cannot be so justified must be dealt with in a separate part of the notice of motion (and where necessary in the court order) so that the respondent has a proper opportunity to oppose such relief. Immediate preservation of evidence does not imply a need to allow the making of copies or other early discovery without the other party having a chance to be heard.

15.2 ADMISSION OF ADVOCATES

1. An application for admission as an advocate must, in addition to the information required by section 3(1) of the Admissions of Advocates Act 74 of 1964 and rule 3A of the Rules of Court, allege that:
 - 1.1 the applicant is not arraigned on a criminal charge and has not been convicted of a criminal offence;
 - 1.2 the applicant's estate has not been sequestrated and no sequestration proceedings are pending;
 - 1.3 the applicant was not found guilty in misconduct proceedings while in a previous profession or employment, and when any previous profession was relinquished or employment was terminated, no misconduct proceedings were pending; and
 - 1.4 the applicant is unaware of any fact which may detrimentally affect the adjudication of the application.
- 2
 - 2.1 If the applicant is unable to make any of the allegations aforementioned, full details of the circumstances which preclude the allegation being made must be furnished.
 - 2.2 If the applicant is not in possession of a degree certificate evidencing the fact that a LLB degree or similar qualification was awarded to him or her, and the lack of such certificate is due to her or his failure to effect payment of the tuition fees to the relevant tertiary education institution, such fact must be fully explained and such candidate must provide proof to the court of any arrangement she or he has entered into with such institution to effect payment of any outstanding amount.
3. The registrar is to ensure that the court files containing the admission applications are handed to the clerks of the judges hearing the application at least two days before the hearing of the applications.
4. Applications for admissions are heard before two judges.

15.3 APPLICATIONS BY THE LAW SOCIETY TO SUSPEND ATTORNEYS OR STRIKE THEM OFF THE ROLL AND/OR TO IMPOSE OTHER SANCTIONS

1. This directive will be applicable in addition to the other directives governing opposed and unopposed applications.
2. Because of the role which the court plays in disciplinary matters involving attorneys, and, in particular, in terms of section 22 of the Attorneys Act 53 of 1979, and because of the potential harm for the attorneys' clients, these applications usually involve a degree of urgency which depends upon the misconduct, its seriousness and other relevant circumstances. Where the matter is urgent and must be heard urgently it will be heard by one or both judges sitting in the urgent motion court or, as directed by the Deputy Judge President on representations made to him/her by the Law Society's legal representatives.
3. Unless the Deputy Judge President otherwise directs, the senior judge sitting in the urgent motion court, will decide whether the application will be heard by one or both judges in that court and at what time and on what date.
4. Where the Council of the Law Society is of the view that an attorney is no longer a fit and proper person to continue to practice as an attorney, the relief in the notice of motion must be formulated as final relief and in a manner that does not limit the Court to exercise its discretion in favour of either suspension or removal from the roll or any other sanction the court may impose. Annexure A 15.3 sets out the preferred formulation of the relief sought. Depending on the circumstances of the case, the court may make a final or an interim order.

5. Where appropriate, notices of motion and draft orders must make provision for the appointment of a curator, the curator's powers and ancillary relief.
6. Where the Council of the Law Society is of the view that, notwithstanding the unprofessional conduct of the attorney, he/she is still to be regarded as a fit and proper person to continue to practice, but that the Law Society must place the facts before the Court and seek the imposition of a sanction which the Law Society is not able to impose itself (e.g. a suspension) the Law Society must in its founding affidavit set out all the facts, circumstances and considerations for its view and the sanction which it seeks to be imposed by the Court.
7. It is the duty of the Law Society's attorney to ensure that the papers are bound, paginated and indexed ready for the hearing.
8. In all urgent applications brought by the Law Society its legal representatives must file practice notes and appropriately concise heads of argument.
9. In all matters which are to be heard in the ordinary course (i.e. not in the urgent motion court), after the *dies induciae* have expired, the Law Society's legal representatives must deliver the complete record (i.e. the notice of motion, founding affidavits and whatever other affidavits have been bound, indexed and paginated) to the Deputy Judge President to determine the date of hearing and the judges to hear the application.
10. Where the matter is heard in the ordinary course (i.e. not in the urgent motion court) heads of argument by the Law Society must be filed at least fifteen (15) clear court days before the date of the hearing and (if the matter is opposed) heads of argument by the respondent must be filed at least ten (10) clear days before the date of hearing or within such other time periods which the Deputy Judge President may direct.

The applicant's attorney must notify the respondent of these dates when the notice of set down is delivered.

11. Where the Court hearing an application decides to refer the application for oral evidence or for trial, this directive does not preclude the court from making any appropriate order, including an interim order for the suspension of the attorney.
12. Any matter referred for the hearing of oral evidence must be referred to the Deputy Judge President to allocate a date for hearing by a full bench.
13. Where an application has been referred to trial, the Law Society's attorneys must apply, immediately after the close of pleadings, to the Deputy Judge President to allocate a trial date. The application must set out the following:
 - 13.1 Where a preferential trial date is sought, the degree of urgency supported by a brief motivation for such a preferential date.
 - 13.2 The time period for the filing of discovery affidavits when they have not been delivered by the parties.
 - 13.3 Whether it is foreseen that expert evidence will be lead by any of the parties and the time period within which a summary of the expert's evidence must be filed if it has not yet been filed.
 - 13.4 The date before which a pre-trial conference must be held and the date before which the minute of the pre-trial conference must be filed.
14. At least seven dates before submitting the application to the Deputy Judge President, the Law Society must provide the respondent's attorneys with their views and call upon the respondent's attorney to provide the Law Society's attorneys within five (5) days with their comments regarding the proposed dates.

The Law Society's attorney's letter must be accompanied by the comments of the respondent's attorneys.

15. This directive does not preclude the respondent from applying for a trial date in which event paragraph 13 will apply *mutatis mutandis*.
16. Upon receiving an application for a trial date, the Deputy Judge President will allocate a date for the hearing and, if necessary, will issue directives regarding the filing of affidavits, expert notices and summaries and a pre-trial conference.
17. If any of the parties are not able to comply with any dates regarding the delivery of discovery affidavits, the delivery of expert notices and summaries and a pre-trial conference, the parties must approach the Deputy Judge President forthwith to determine when the matter can be heard. The Deputy Judge President may extend the time periods or issue any other directive which will expedite the finalisation of any pre-trial procedures.
18. In the event of non-compliance with any directive of the Deputy Judge President, the Deputy Judge President may direct that the parties appear on any specific date at the roll call of trial matters for him/her to determine the cause for non-compliance with the directive and may order that the matter be postponed with an appropriate costs order or issue any other appropriate directive.
19. Where a matter has been referred for oral evidence or for trial, unless the Deputy Judge President directs otherwise, the Law Society's attorney must bind, index and paginate all the papers at least fifteen (15) court days before the date allocated for the hearing of the matter and deliver the papers duly bound, indexed and paginated to the registrar at least ten (10) court days before the date of the hearing.

15.4 APPLICATIONS IN TERMS OF SECTION 295 OF THE CHILDRENS ACT 38 OF 2005 FOR THE CONFIRMATION OF A SURROGACY AGREEMENT

1. The contents of affidavits should meet the requirements set out in ex parte W H and others 2011(6)SA514(NGP)
2. The following directives must be complied with regarding the enrolment of applications for the confirmation of a surrogacy agreement in order to protect the identities of the parties involved:
 - 2.1. Any party who seeks to bring an application will cause same to be issued by the registrar in the ordinary course.
 - 2.2. The court file must thereafter immediately be brought to the office of the Deputy Judge President, together with a letter explaining the facts and that the application is brought in terms of s 295 of Act 38 of 2005 and requesting a date for hearing. In the event that there exists any urgency in the hearing of the matter that must be set out in the letter as well.
 - 2.3. The Deputy Judge President will then give further directions as to how the matter shall be heard in due course, including the allocation of the judge for the hearing of the matter.
 2. 4. Any consideration as to a hearing in camera must be addressed to the judge allocated to hear the matter once the parties are notified of the relevant date of hearing.

Attention is drawn to the judgments in - IN RE: Surrogate Motherhood Agreements 2011(6)SA22 (GSJ) and E.P. WH 2011(6)SA514(NGP)

15.5 CANCELLATION OF SALES IN EXECUTION

1. If an application in terms of rule 46(11) is unopposed it is dealt with by the judge before whom it comes in chambers. If the application is opposed the application will be heard in open court.
2. The notice of motion must *inter alia* be served on the purchaser against whom relief is sought. The notice of motion must inform the purchaser of the time within which and the manner in which the applicant and the registrar must be informed of the purchaser's intention to oppose the relief sought, if any.
3. If no intention to oppose the relief sought is filed, the applicant must depose to an affidavit stating that fact. The affidavit must be placed in the court file before the application comes before the judge.

15.6 CHANGE TO THE MATRIMONIAL REGIME

1. The application is commenced by publication in the *Government Gazette* of a notice substantially in the form of annexure “A” 15.4 hereto.
2. The report of the Registrar of Deeds must be obtained before such advertisement is placed.
3. At least (3) three weeks before the hearing date a copy of the notice referred to in paragraph 1 must be forwarded to each creditor by registered post and must be accompanied by a letter, a copy of which must be placed before the court, which states -
 - 3.1 on which date, at what time and to which court application will be made;
 - 3.2 the full names of the spouses, their identity numbers and their residential addresses and places of employment in the preceding 12 months;
 - 3.3 the effect of the proposed order;
 - 3.4 that a creditor whose interests will be prejudicially affected by the change of marital regime may appear at the hearing to oppose the granting of the order.
4. The name, address, amount owing to, and the cause of action of each contingent and other creditor must be set out in the application. Proof of compliance with paragraph 1, 2 and 3 must be proved at the hearing of the application by the filing of a supplementary affidavit.

15.7 CLASS ACTIONS

1. A party referred to in **section 38 of the Constitution** (Enforcement of Rights) which intends approaching the Court for relief whilst acting in terms of **section 38(b), (c) and (d)** is required to:
 - 1.1 Seek prior leave from the Court to embark on such representative basis;
 - 1.2 Set out fully its interest to act on a representative basis, and where applicable, details of its mandate.
 - 1.3 Give sufficient notice to all affected parties so that they can associate or disassociate themselves from the proposed litigation.

15.8 CURATOR BONIS

1. At the first hearing of the application for the appointment of a curator *bonis*, the only relief granted is the appointment of a curator *ad litem*. All other relief is postponed *sine die* pending receipt of the curator *ad litem*'s and the master's report.
2. The application is re-enrolled after the aforementioned reports have come to hand.
3. Save in exceptional circumstances, which must be established on affidavit, an application for the appointment of a curator *bonis* will not be heard if the aforementioned reports have not been filed in the court file.
4. The consent of both the curator *ad litem* and the proposed curator *bonis* must be annexed to the application.

15.9 CURATOR AD LITEM

1. Where the appointment of a curator *ad litem* is sought to assist a litigant in the institution or conduct of litigation, the applicant must establish the experience of the proposed curator *ad litem* in the type of litigation which the litigant wishes to institute or conduct and also of the curator *bonis* who is proposed to attend to the patient's affairs and person.
2. A consent to act by the proposed curator *ad litem* must be annexed to the application.
3. In order to preclude giving notice of the application to the prospective defendant, the applicant should seek that the costs of the application be reserved for determination in the contemplated trial.
4. The order sought should only permit the proposed curator to settle the action with the approval of a judge.
5. Where the curator *ad litem* requires the approval of the court to settle the action, the curator *ad litem* and plaintiff's counsel may approach the Deputy Judge President for the allocation of a judge in chambers to approve the settlement.

15.10 EVICTION WHERE THE PREVENTION OF ILLEGAL EVICTIONS AND UNLAWFUL OCCUPATION OF LAND ACT, 19 OF 1998, APPLIES

1. The application for eviction must be a separate application. The procedure to be adopted (except in urgent applications) is as follows:-
 - 1.1 The notice of motion must follow Form 2(a).
 - 1.2 The notice of motion must allow not less than five days from date of service of the application for delivery of a notice of intention to oppose.
 - 1.3 The notice of motion must give a date when the application will be heard in the absence of a notice of intention to oppose.
2. After the eviction application has been served and no notice of intention to oppose has been delivered or if a notice of intention to oppose has been delivered at a stage when a date for the hearing of the application has been determined, the applicant may bring an *ex parte* interlocutory application authorizing a section 4(2) notice and for directions on service.
3. When determining a date for the hearing of an eviction application, sufficient time must be allowed for bringing the *ex parte* application, for serving the section 4(2) notice and for the 14 day notice period to expire.
4. If the eviction application is postponed in open court on a day of which notice in terms of section 4(2) was duly given, and if the postponement is to a specific date, it will not be necessary to serve another section 4(2) notice in respect of the latter date.
5. The local, provincial or national authorities that may be affected by an eviction order must be clearly identified.

15.11 PROVISIONAL SENTENCE

1. Proof of presentation of a negotiable instrument is unnecessary unless presentation is disputed or the court requires proof thereof.
2. The original liquid document upon which provisional sentence is sought must be handed to the court when the provisional sentence is sought.

15.12 REHABILITATION

1. An application for rehabilitation will not be read by the presiding judge if the master's report is not in the court file. The presiding judge will only accept the master's report from the bar in exceptional circumstances made out in an affidavit.
2. If the applicant avers that a contribution paid by a creditor has been repaid to the creditor, adequate proof thereof must be provided.
3. The applicant, as is required by section 127 of Act 24 of 1936, must state what dividend was paid by the creditors. It is not acceptable to attempt to comply with this requirement by attaching the distribution account which the presiding judge is expected to analyse and interpret.
4. As the date of the hearing of an application for rehabilitation has been advertised, any postponement of the application will be to a specific date.

15.13 REMOVAL OR AMENDMENT OF RESTRICTIONS ON LAND USE

1. Applications dealt with in this section are based upon the premise that the consent of the holder of the right that is sought to be cancelled or the conditions under which it was granted are sought to be amended, does not object to the application, as is discussed in, *inter alia*, *Ex parte Gold* 1956 (2) SA 642 (T) and *Ex parte Glenrand (Pty) Ltd* 1983 (3) SA 203 (W).
2. It follows that the court should be convinced that the holder of the right in question has knowledge of the application. There should accordingly be service on all interested parties concerned. Service under rule 4(2) of the Rules of Court is authorised by way of exception to the ordinary methods of service. Full and cogent reasons should be advanced in support of a request under the sub-rule.
2. The fact that it might be difficult or costly to ascertain particulars of the persons concerned, and to effect service on them, is not the most important consideration. The nature and extent of the curtailment of the rights of affected persons and the need to ensure that they are made aware of the application, is of greater importance. It follows that the court might distinguish between persons directly or indirectly affected by such applications, and differentiated service might be authorised.
3. When the application is presented to court –
 - 4.1 It must be proved that the application together with a request to report was served in good time upon the Registrar of Deeds, any Township Board that might be involved and, where applicable, a local authority that is able to comment upon-
 - 4.1.1. the correctness of the facts relied upon by the applicant;
 - 4.1.2 the identity of persons who may have a legal interest or whose refusal of consent could constitute adequate reason to refuse the application; and
 - 4.1.3 the optimal method of notifying interested parties.
 - 4.2 A plan or map must be attached as an annexure to the report (if necessary extending beyond the relevant township in which the property is situated) that will assist the court to ascertain which owners or users (of roads or rights) have an interest sufficiently strong to warrant their being given notice of the application

- 4.3 If applicable, factors must be recorded that may render ordinary service on interested parties impractical.
- 4.4 As the mere objection by an affected person to the removal or amendment may put an end to the application, affected persons must be clearly informed that they may raise their objections, either by written notice to the registrar or on the return day, without running the risk of being mulcted in costs.

15.14 SEQUESTRATION AND VOLUNTARY SURRENDER OF ESTATES

1. In an application for sequestration, unless leave to proceed by way of substituted service has been granted, personal service of the application must be effected on the respondent.
2. Unless the court directs otherwise in terms of section 11(2) of Act 24 of 1936, the provisional order of sequestration must be served on the respondent personally.
3. If an extension of a provisional order of sequestration is sought, the party seeking such an extension must deliver an affidavit motivating such an extension.
4. If the applicant fails to establish that the application is not a so-called “friendly” sequestration the following will apply:
 - 4.1 Sufficient proof of the existence of the debt which gives rise to the application must be provided. The mere say so of the applicant and the respondent will generally not be regarded as sufficient.
 - 4.2 The respondent’s assets must be valued by a sworn appraiser on the basis of what the assets will probably realize on a forced sale. Mere opinions, devoid of reasoning as to what the assets will probably realize, will not be regarded as compliance herewith. The valuation must be made on oath and the appraiser must be qualified as any other expert witness.
 - 4.3 Where the applicant seeks to establish advantage to creditors by relying on the residue between immovable property valued as aforesaid and the amount outstanding on a mortgage bond registered over the immovable property, proof of the amount outstanding on the mortgage bond at the time of the launching of the application is required, together with an accurate exposition of the rate of interest charged by the bondholder at the time of signature of the notice of motion. Provision must be made for any interest that will be charged on the balance outstanding of the debt secured by the bond until the date of hearing, to be added to the amount owing to the bondholder when the matter is heard.
 - 4.4 Where the applicant seeks to establish advantage to creditors by relying on a sum of money paid into an attorney’s trust account to establish benefit for creditors, an affidavit by the attorney must be attached to the application in which he/she confirms that the money has been paid into his/her trust account and will be retained there until the appointment of a trustee.

The source of the funds paid into the attorney's trust account must be clearly disclosed under oath by the person providing the money.

4.5 In establishing advantage to creditors the following sequestration and administration costs will be assumed in an uncomplicated application:

4.5.1 Cost of application – R6 000.

Cost of application if correspondent utilized – R8 000 (if the applicant's attorney of record has agreed to limit, fees proof thereof must be provided).

4.5.2 The aforementioned costs are assumed to increase by R 700 for every postponement of the application or if the provisional order has to be furnished to all known creditors, the aforementioned costs are assumed to increase by R 700.

4.5.3 The cost of administration, subject to a minimum of R2 500 are:

4.5.3.1 1% plus VAT on cash or money in a financial institution;

4.5.3.2 3% plus VAT on immovable property and shares; and

4.5.3.3 10% plus VAT on movable property including book debts.

4.5.4 Other administration costs include sheriff fees (Schedule 3 of Act 24 of 1936) and the costs of security.

4.5.5 The aforementioned costs do not include the costs of the realization of the asset. The cost must be established. Unless evidence to the contrary is placed before the court, it will be assumed that the cost of the realization of immovable property is 6% of the selling price plus advertising charges.

4.5.6 Regard being had to the costs set out in paragraph 4.5.5, the applicant must in the application set out a calculation indicating the probable dividend to concurrent creditors, which shall not be less than 20c in the Rand, unless extraordinary circumstances exist.

4.5.7 If the court hearing an application is doubtful whether the free residue in an insolvent estate will be sufficient to render a dividend of 20c in the Rand to concurrent creditors, it may order any shortfall of such dividend to be supplemented from the applicant's attorney's taxed fees in order to ensure that proven concurrent creditors receive at least 20% of their claims.

The court may further order the applicant's attorney to inform all concurrent creditors by registered mail that a dividend of 20% of all proven claims has been guaranteed by such order.

- 4.6 Where the application is brought as an urgent application with the purpose of staying a sale in execution, notice of the application must be given to the judgment creditor. In addition the applicant must set out facts to enable the court to determine that the assets which are to be sold at the sale in execution will realise more, if sold privately.
- 4.7 Notwithstanding paragraph 3 above, a court will be reluctant to grant an extension of a return date in a 'friendly' sequestration.
- 4.8 Where applicable, the foregoing also applies to applications for the voluntary surrender of estates.
- 4.9 Every application for the voluntary surrender of an estate must be accompanied by a practice note completed by the attorney presenting the application which is in the form annexed hereto as annexure 'A' 15.14.

CHAPTER 16 — RESERVED JUDGMENTS

- 16.1 All enquiries about reserved judgments must be directed to the Deputy Judge President in writing, who will then enquire from the judge involved when the judgment will be delivered.
- 16.2 If the aforementioned letter is not delivered by all the parties to the litigation, proof must be provided that a copy of the letter has been forwarded to the other party or parties.
- 16.3 Legal representatives must no later than 14 days after the beginning of a court term provide a list of reserved judgments in matters handled by them to the Deputy Judge President.

CHAPTER 17 — UNOPPOSED DIVORCE ACTIONS

1. Prior to enrolling the matter, the legal representative who enrolls the matter must ensure that the court file contains all the relevant pleadings, notices and returns of service. The legal representative must further ensure that the court file is properly paginated, indexed and bound. Documents will only be accepted from the bar in exceptional circumstances, which must be established on affidavit.
2. The pleadings, notices and returns of services referred to in the previous paragraph must all be originals. If any one is not an original, an affidavit must be included in the documents explaining why the original is not in the court file and proving that the copy is a true copy of the original. Where the summons is not the original summons, the affidavit must additionally prove that the original summons was properly signed and stamped when issued. In such a case the presiding judge will determine if the matter can proceed in the absence of the original pleadings, notices and returns of service.
3. If a copy of a marriage certificate is used to prove the marriage, the copy must have been certified as a true copy of the original.
4. Where the party proving the marriage requires return of the original or certified marriage certificate, a copy thereof must be available to be placed in the court file at the hearing.
5. In the event that the parties have concluded an agreement of settlement, the original agreement of settlement must not be placed in the court file. The original agreement must be handed up through the witness proving its conclusion.
6. If a matter is not on the printed roll it will not be enrolled save in exceptional circumstances, which must be made out on affidavit.
7. A matter may not be enrolled prior to the expiry of the *dies induciae* even if the *dies induciae* will have expired by the time the matter is heard.
8. Any amendment to the pleadings must be sought in writing. If the amendment is granted the judge's clerk must note the order on the court file. The notation of the order will, in so far as the amendment may relate to the parties' names and the spelling thereof, draw the attention of the registrar's office thereto and ensure that any court order will correctly reflect the parties' names.
9. Subject to the discretion of the presiding judge, the evidence necessary for the grant of a decree of divorce may be presented on affidavit provided that:

- 9.1 the affidavit proves that no child was born to or adopted by the parties to the marriage, or, if there was, that such child is over the age of 18 years;
 - 9.2 all financial matters between the spouses have been settled in a signed written agreement which is identified in and attached to the affidavit, or that the only order to be sought in regard to financial matters is division of the joint estate or forfeiture of the benefits of the marriage in community of property;
 - 9.3 all necessary evidence is set out in the affidavit (in this regard it is emphasised that primary facts and not conclusions of fact are required); and
 - 9.4 the affidavit is attached to the notice of enrolment.
10. If the interests of minor children are involved in any divorce, any settlement agreement entered into by the parties in which the interests of such minors are addressed, or, in the absence of an agreement, any prayers dealing with the interest of minor children must be referred to the Family Advocate prior to the hearing of the matter. Any comment, concern or recommendation expressed by the Family Advocate must be brought to the court's attention together with a comprehensive exposition of the manner in which the parties intend to address such comment, concern or recommendation.

CHAPTER 18 — STANDARD ORDERS

1. To facilitate the printing of court orders certain standard orders have been devised. Where practical, practitioners should seek relief in terms of the standard orders.
2. Any deviation from the standard order must be motivated either in the court papers or by counsel at the hearing of the matter.
3. The standard orders that are annexed hereto are:
 - 18.1 Absolution from the instance
 - 18.2 Admission of translator
 - 18.3 Agreement of settlement
 - 18.4 Default judgment by court
 - 18.5 Default judgment by registrar
 - 18.6 Discharge of provisional sequestration
 - 18.7 Divorce with settlement agreement
 - 18.8 Divorce without settlement agreement
 - 18.9 Edictal citation
 - 18.10 Final sequestration
 - 18.11 General order for discovery
 - 18.12 Leave to appeal
 - 18.13 Order in terms of rule 39(22)
 - 18.14 Order on appeal
 - 18.15 Post-nuptial registration of a contract
 - 18.16 Provisional sentence
 - 18.17 Provisional sequestration
 - 18.18 Rehabilitation
 - 18.19 Restrictive conditions on land
 - 18.20 Rule 43
 - 18.21 Rule *nisi*
 - 18.22 Substituted service
 - 18.23 Summary judgment granted
 - 18.24 Summary judgment refused
 - 18.25 Surrender
 - 18.26 Unallocated order

18.1 ABSOLUTION FROM THE INSTANCE

**IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)**

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, having heard counsel and having considered the matter:-

THE COURT ORDERS THAT:

- 1. Absolution from the instance be granted to the defendant.**
- 2. The plaintiff is ordered to pay the costs of the action.**

BY THE COURT

REGISTRAR

18.2 ADMISSION OF TRANSLATOR

**IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)**

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. The proper officer places the name of the applicant on the roll of translators for translations from _____ to _____ and from _____ to _____

BY THE COURT

REGISTRAR

18.3 3 AGREEMENT OF SETTLEMENT

**IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)**

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. That the agreement of settlement marked *** is made an order of court.

BY THE COURT

REGISTRAR

18.4 DEFAULT JUDGMENT BY COURT

IN THE NORTH GAUTENG HIGH COURT, PRETORIA (REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and considered the matter:

DEFAULT JUDGEMENT is granted against the _____ for:

1. Payment of the sum of _____
2. Interest on the sum of _____ at the rate of _____ per annum from _____ to date of payment.
3. The following property is declared specially executable:

4. Costs of suit.

BY THE COURT

REGISTRAR

18.5 DEFAULT JUDGMENT BY THE REGISTRAR
IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)

CASE NO:

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record and having considered the matter:

DEFAULT JUDGEMENT is granted against the for:

1. Payment of the sum of _____
2. Interest on the sum of _____ at the rate of _____ per annum from _____ to date of payment.
3. _____

BY THE COURT

REGISTRAR

18.6 DISCHARGE OF PROVISIONAL SEQUESTRATION
IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. The order of provisional sequestration is set aside.
2. The rule *nisi* is discharged.

BY THE COURT

REGISTRAR

18.7 DIVORCE WITH SETTLEMENT AGREEMENT
IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and considered the matter:

THE COURT ORDERS THAT:

1. The marriage between the plaintiff and defendant is dissolved.
2. The deed of settlement (marked ' ') is hereby made an order of court.

BY THE COURT

REGISTRAR

18.8 DIVORCE WITHOUT SETTLEMENT AGREEMENT
IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and considered the matter:

THE COURT ORDERS THAT:

1. The marriage between the plaintiff and defendant is dissolved.
2. _____ is awarded care and primary residence of the minor children _____
3. The other parent shall be entitled to reasonable contact to the said children which contact shall include:
4. _____ is ordered to pay maintenance to _____ in the amount of _____ per month per child.
5. _____ is ordered to pay maintenance in respect of the minor children at the rate of _____
6. The defendant is ordered to pay the costs.

BY THE COURT

REGISTRAR

18.9 EDICTAL CITATION

IN THE NORTH GAUTENG HIGH COURT, PRETORIA (REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and considered the matter:

THE COURT ORDERS THAT:

1. Leave is granted to the applicant to sue the abovementioned respondent by way of edictal citation for the following relief:
2. The citation must be served on the respondent _____.
3. The respondent is afforded _____ (days) within which to enter appearance to defend.
4. The costs of this application are costs in the cause.

BY THE COURT

REGISTRAR

18.10 FINAL SEQUESTRATION

**IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)**

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. The estate of the respondent is placed under final sequestration.

BY THE COURT

REGISTRAR

18.11 GENERAL ORDER FOR DISCOVERY

**IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)**

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. _____ shall make discovery on affidavit within _____ days
from the date of service of this order.
2. The costs of this application are to be paid by _____.

BY THE COURT

REGISTRAR

18.12 LEAVE TO APPEAL

**IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)**

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. Leave to appeal is granted.
2. Leave is granted to appeal to the Supreme Court of Appeal / the Full Court of this division.
3. The costs of this application are costs in the appeal.

BY THE COURT

REGISTRAR

18.13 ORDER IN TERMS OF RULE 39 (22)

**IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)**

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. The matter is transferred to the magistrate's court for the area — in terms of rule 39(22).
2. The costs incurred to date are costs in the cause.

BY THE COURT

REGISTRAR

18.14 ORDER ON APPEAL

IN THE NORTH GAUTENG HIGH COURT, PRETORIA (REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. The appeal is upheld / dismissed.
2. The order of the court *a quo* is set aside and the following order is substituted for it:
(Set out order if the appeal is upheld)
3. The respondent / appellant is ordered to pay the costs of the appeal.

BY THE COURT

REGISTRAR

18.15 POST-NUPTIAL REGISTRATION OF A CONTRACT
IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

FIRST APPLICANT

and

SECOND APPLICANT

HAVING read the documents filed of record, heard counsel and considered the matter:

THE COURT ORDERS THAT:

1. The applicants are given leave to effect the execution and registration of a notarial contract, a draft whereof is annexed as annexure ' ' to the application, which contract will after registration thereof regulate their matrimonial property system:
2. The Registrar of Deeds is authorised to register the said notarial contract.
3. This order —
 - 3.1 will lapse if the notarial contract is not registered by the Registrar of Deeds within two months of the date of the granting of this order;
 - 3.2 will not prejudice the rights of any creditor of the applicant as at date of registration of the contract.

BY THE COURT

REGISTRAR

18.16 PROVISIONAL SENTENCE

IN THE NORTH GAUTENG HIGH COURT, PRETORIA (REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and considered the matter:

PROVISIONAL SENTENCE is granted against the defendant for:

1. Payment of the sum of _____
2. Interest on the sum of _____ at the rate of _____ per annum from _____ to date of payment.
3. Costs of suit.
4. The following property is declared specially executable:

BY THE COURT

REGISTRAR

18.17 PROVISIONAL SEQUESTRATION

**IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)**

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. The estate of the respondent is placed under provisional sequestration.
2. The respondent and any other party who wishes to avoid such an order being made final are called upon to advance the reasons, if any, why the court should not grant a final order of sequestration of the said estate on the _____ day of _____ at 10:00 or as soon thereafter as the matter may be heard.

BY THE COURT

REGISTRAR

18.18 REHABILITATION

IN THE NORTH GAUTENG HIGH COURT, PRETORIA (REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. The abovementioned applicant be and is hereby rehabilitated.

BY THE COURT

REGISTRAR

18.19 RESTRICTIVE CONDITIONS ON LAND
IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. A rule *nisi* is issued calling on any interested persons who may choose to do so, to object either by letter received by the registrar before _____, or by personally or through counsel appearing in court on _____ at 10:00, against the granting of the following order:
 - 1.1
 - 1.2
 - 1.3
2. Any person who has a right which may be affected is entitled to object to the granting of such an order, and may do so without incurring liability for costs. If he opposes by writing a letter to the registrar, the objector must state the objector's full names, identity number and address and describe the property or right which will be affected by the grant of the order.
3. The order sought will have the following effect: _____
4. The papers in the matter are open for inspection without charge at the office of the Registrar, High Court, cnr Paul Kruger and Vermeulen Street, Pretoria, and at the offices of the applicant's attorney:
Messrs
of

5. Service is to be effected by the dispatch of a copy of the order by prepaid post before _____ to the following persons at the addresses set out alongside their names _____
6. A copy of the order, in two official languages, is to be exhibited on a prominent part of the public notice board at the office of the _____ for a period of four weeks from _____
7. Copies of the order in two official languages are to be exhibited at conspicuous places at _____

BY THE COURT

REGISTRAR

18.20 RULE 43

IN THE NORTH GAUTENG HIGH COURT, PRETORIA (REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and considered the matter:

THE COURT ORDERS THAT:

1. *Pendente lite* the _____ is ordered to pay maintenance to _____ in the amount of R _____ per month.
2. *Pendente lite* the _____ is awarded care and primary residence of the minor children born out of the marriage.
3. *Pendente lite* the _____ shall be entitled to reasonable access to the minor children, which access shall include:
 - (i) _____
 - (ii) _____
4. *Pendente lite* the _____ is ordered to pay maintenance to _____ in respect of the aforesaid minor children in the amount of R _____ per month per child.
3. The _____ is ordered to make a provisional contribution to _____ legal costs *pendente lite* in monthly instalments in the amount of R _____.
4. The payments referred to above will commence on or before the _____ day of _____ 20____ and shall thereafter be made on or before the _____ day of each succeeding month.
5. The costs of this application are to be costs in the cause.

BY THE COURT

REGISTRAR

18.21 RULE *NISI*

IN THE NORTH GAUTENG HIGH COURT, PRETORIA (REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. A rule *nisi* is issued calling upon the respondent to show cause on _____ day of (month and year) at 10:00 or so soon thereafter as the matter may be heard why an order should not be made in the following terms:
 - 1.1
 - 1.2
 - 1.3
2. Pending the return day the respondent is interdicted from:
 - 2.1
 - 2.2

BY THE COURT

REGISTRAR

18.22 SUBSTITUTED SERVICE

IN THE NORTH GAUTENG HIGH COURT, PRETORIA (REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and considered the matter:

THE COURT ORDERS THAT:

1. Leave is granted to the application to serve the summons in which the applicant claims:
 - 1.1
 - 1.2by way of substituted service
2. Service of the summons must be effected by _____
3. The respondent is to be afforded _____ days after service of the summons within which to enter appearance to defend.
- 4 The costs of this application are to be costs in the cause.

BY THE COURT

REGISTRAR

18.23 SUMMARY JUDGMENT GRANTED

IN THE NORTH GAUTENG HIGH COURT, PRETORIA

(REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and considered the matter:

SUMMARY JUDGEMENT is granted against the for:

1. Payment of the sum of _____
2. Interest on the sum of _____ at the rate of ____ per annum from _____ to date of payment.
3. Costs of suit

BY THE COURT

REGISTRAR

18.24 SUMMARY JUDGMENT REFUSED

**IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)**

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and considered the matter:

SUMMARY JUDGEMENT is:

1. Refused
2. Leave is granted to the defendant to defend the action.
3. Costs will be costs in the cause.

BY THE COURT

REGISTRAR

18.25 SURRENDER

IN THE NORTH GAUTENG HIGH COURT, PRETORIA (REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. The surrender of the estate of the applicant is accepted as insolvent and the estate is placed under sequestration in the hands of the Master of the High Court.

BY THE COURT

REGISTRAR

18.26 UNALLOCATED ORDER

**IN THE NORTH GAUTENG HIGH COURT, PRETORIA
(REPUBLIC OF SOUTH AFRICA)**

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

BY THE COURT

REGISTRAR

CHAPTER 19 — USHERS

1. The standards that are expected of ushers in the performance of their court duties as described in their job description are set out hereunder.
2. While in attendance in court, ushers should be neatly and appropriately dressed. The appropriate dress code is the following:
 - 2.1 Male ushers should be dressed in shoes, socks, dark long trousers, white shirt with buttoned collar, and a sober tie.
 - 2.2 Female ushers should be dressed in shoes, dark skirt or long trousers, and a white, collared blouse.
 - 2.3 All ushers are required to wear a black gown which must be in a proper state of repair. Gowns are issued by the registrar, and each usher is responsible to ensure that the gown remains in his or her possession, and is properly cared for. If a gown is lost, the usher concerned will be responsible for the cost of replacement. If a gown becomes unduly worn, it must be returned to the registrar, and will be replaced.
3. Ushers must adhere to the duty roster issued by the registrar unless a departure from the roster has been arranged with the chief registrar. A copy of the roster for the week will be circulated to all judges at the commencement of the working week.
4. The working hours of ushers are from 08:00 am to 16:15, and they should make their transport arrangements accordingly. Working hours may not be altered without prior arrangement with the chief usher and the judge concerned.
5. An usher will present himself or herself at the chambers of the judge to whom he or she has been allocated at 09:30 am each day in order to determine what may be required of him or her in order to ensure that the court commences at 10:00 am. The usher will thereafter attend the court concerned. Once the court is ready to convene he or she will report at the chambers of the judge concerned in sufficient time to enable the court to convene at 10:00 am. If a court is not ready to convene by 10:00 the usher will immediately report the fact to the judge concerned.
6. Ushers will remain in court, and will remain alert, throughout the court session.
7. An usher who has been allocated to perform duties in two courts must inform the clerk of both judges accordingly. If the usher is performing duties in a trial court and in an appeal court, the usher is required to remain in attendance at the trial court, unless specific arrangements to the contrary have been made by the judges concerned, and conveyed to the usher.

8. If the court session has not been completed by 15:55 pm, the usher may leave the court at that time in order to complete his or her other duties before the end of the working day.

ANNEXURE 'A' 6.15

NORTH GAUTENG HIGH COURT

ANNEXURE TO NOTICE OF SET DOWN
FOR TRIALS

This document must be completed in triplicate

TELEFAX CONFIRMATION IN TERMS OF TRANSVAAL RULE 7(3) FOR TRIAL DATES ALLOCATED

DATE OF APPLICATION FOR TRIAL DATE: _____

CASE NO: _____

PLAINTIFF

DEFENDANT

PARTY APPLYING FOR A TRIAL DATE.

ATTORNEY

ADDRESS _____

REF NO: _____

LANDLINE NO: _____ FAX number: _____ COMPULSORY

PARTY/PARTIES TO WHOM NOTICE IS TO BE GIVEN.

ATTORNEY _____

ADDRESS _____

REF NO: _____

LANDLINE NO: _____ FAX number: _____ COMPULSORY

TRIAL DATE ALLOCATED BY REGISTRAR'S OFFICE _____

This fax transmission serves as notification in terms of Transvaal Rule 7(3) to ALL parties of the trial date allocated. No further registered post notification will be sent. Parties must further satisfy the obligations imposed upon them by Transvaal Rule 7(5) within 7 days of receipt of this fax transmission.

Official

Date Stamp

REGISTRAR

ANNEXURE “A” 12

1. Any party who wishes to film or record proceedings must notify the registrar of its intention at least 24 hours beforehand. The registrar will then establish from the presiding judge whether there is any particular objection to the request.
2. Any party who wishes to object to any filming or recording must raise its objections in writing.
3. The court may on good cause in any particular case withdraw the leave or change the conditions.
4. Equipment limitations:
 - 4.1 Video: two cameras may be used at a time and the locations of the cameras are not to change while the court is in session.
 - 4.2 Audio: the media may install their own audio-recording system provided this is unobtrusive and does not interfere with the proceedings. Individual journalists may bring tape recorders into the courtroom for the purposes of recording the proceedings but changing of cassettes is not permitted while the court is in session.
 - 4.3 Still cameras: only two photographers are allowed, and the locations are not to change and no changing of lenses or film is permitted while the court is in session.
 - 4.4 All camera, video and audio equipment must be in position at least 15 minutes before the start of proceedings and may be moved or removed only when the court is not in session. Cameras, cables and the like are not to interfere with the free movement within the court.
 - 4.5 Lighting: no movie lights, flash attachments or artificial lighting devices are permitted during court proceedings.
 - 4.6 Operating signals: no visible or audible light or signal may be used on any equipment.

5. Pooling arrangements:

- 5.1 Only one media representative may conduct each of the audio-, video and still-photography activities.
- 5.2 This media representative is to be determined by the media themselves and is to operate an open and impartial distribution scheme, in terms of which the footage, sound or photographs would have to be distributed in a 'clean' form, that is, with no visible logos, etc, to any other media organization requesting same and would also be archived in such a manner that it remains freely available to other media.
- 5.3 If no agreement can be reached on these arrangements, no expanded media coverage may take place.

6. Rules regarding behaviour of media representatives:

- 6.1 Conduct must be consistent with the decorum and dignity of the court.
- 6.2 No identifying names, marks, logos or symbols should be used on any equipment or clothing worn by media representatives.
- 6.3 All representatives (including camera crew) must be appropriately dressed.
- 6.4 Equipment must be positioned and operated to minimize any distraction while the court is in session.
- 6.5 Equipment must not be placed in or removed from the court room.
- 6.6 No film, video tape, cassette tape or lens may be changed.

7. There is an absolute bar on:

- 7.1 audio recordings or close-up photography of bench discussions.
- 7.2 audio recordings or close-up photography of communication between legal representatives or between clients and their legal representative.
- 7.3 close-up photographs or filming of judges, lawyers or parties in court.
- 7.4 recordings (whether video or audio) being used for commercial or political advertising purposes thereafter.

8. Extracts from recorded proceedings:-
 - 8.1 Any extracts of proceedings recorded in accordance with the above guidelines may be used, subject to section 8.2;
 - 8.2 The presiding judge may on objection by any party or *mero motu*, on good cause shown, and after hearing submissions from any interested media organisation, impose reporting restrictions on the broadcasting of the extracts of the testimony of witnesses.
9. Failure to comply with these instructions may lead to contempt of court proceedings.

ANNEXURE 'A' 13.9

REGISTER OF UNOPPOSED MOTION APPLICATIONS

ENROLLED FOR: _____ **20** _____

APPLICATIONS WHICH INCLUDE SUMMARY JUDGMENT APPLICATIONS

	CASE NO	APPLICANT	RESPONDENT	NATURE OF APPLICATION	APPLICANT'S ATTORNEY	NAME OF PERSON ENROLLING CASE	TELEPHONE NUMBER
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11-180							

ANNEXURE 'B' 13.9

REGISTER OF UNOPPOSED MOTION APPLICATIONS

ENROLLED FOR: _____ 20____

RULE 43 APPLICATIONS

	CASE NO	APPLICANT	RESPONDENT	APPLICANT'S ATTORNEY	NAME OF PERSON ENROLLING CASE	TELEPHONE NUMBER
1						
2						
3						
4						
5						
6						
7						
8						
9						

ANNEXURE 'C' 13.9

REGISTER OF UNOPPOSED MOTION APPLICATIONS

ENROLLED FOR: _____ 20____

DIVORCES

	CASE NO	APPLICANT	RESPONDENT	APPLICANT'S ATTORNEY	NAME OF PERSON ENROLLING CASE	TELEPHONE NUMBER
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11-60						

ANNEXURE 'D' 13.9

REGISTER OF OPPOSED MOTION APPLICATIONS

ENROLLED FOR: 20

	CASE NO	APPLICANT	RESPONDENT	NATURE OF APPLICATION	APPLICANT'S ATTORNEY	RESPONDENT'S ATTORNEY	NAME OF PERSON ENROLLING CASE	TELEPHONE NUMBER	HEADS OF ARGUMENT				
									Date	Applicant		Respondent	
										Yes	No	Yes	No
1													
2													
3													
4													
5													
6													
7													
8													
9													
10-50													

Annexure 'A' 13.24

MEMORANDUM TO PRACTITIONERS

RE: PROCEDURE IN THE PRETORIA URGENT MOTION COURT

- [1] Urgent applications must be brought in accordance with rule 6 and the guidelines set out in cases such as *Republikeinse Publikasies (Edms) Bpk v Afrikaanse Pers Publikasies (Edms) Bpk* 1972 (1) SA 773 (A) at 782A–G, *Luna Meubel Vervaardigers (Edms) Bpk v Makin and Another (t/a Makin's Furniture Manufacturers)* 1977 (4) SA 135 (W) and *Sikwe v SA Mutual Fire & General Insurance* 1977 (3) SA 438 (W) at 440G–441A. The majority of practitioners launch urgent applications without taking account of the rules or the guidelines. Apparently many practitioners feel entitled to select any day of the week and any time of the day (or night) to demand a hearing. The result is that procedures are followed which do not accord remotely with 'the good order which is necessary for the dignified functioning of the Court' — *Luna Meubel Vervaardigers* at 136G–H.
- [2] The purpose of this memorandum is to inform practitioners how rule 6(12) must be applied and the manner in which the urgent court will be managed to ensure that there is an orderly and dignified adjudication of applications in that court. This means ensuring that the papers are filed timeously and ready for adjudication. In general this means that they must be complete when filed by 12:00 on the Thursday ready for roll call at 10:00 the following Tuesday.
- [3] The attention of practitioners is drawn to the following:
 - (1) Urgent applications must as far as practicable be in terms of the rules: ie the deviation from the rules must be commensurate with the urgency of the case;
 - (2) Urgency mainly involves the abridgment of times prescribed by the rules and secondarily the departure from established filing and sitting times;

- (3) In *Republikeinse Publikasies (Edms) Bpk v Afrikaanse Pers Publikasies (Edms) Bpk* 1972 (1) SA 773 (A) at 782A–G the court considered the effect of rule 6(12) (what follows is a translation) —

‘It is of importance to state what the effect of this rule is. In the case of an urgent application an applicant is permitted to act by way of notice of motion without taking into account the rules which are usually applicable. The applicant is, in a certain sense, taking into account the circumstances of the case, permitted to make his own rules, but ‘as far as practicable’ in accordance with the existing rules. Rule 6(12) therefore makes provision for a process subject to rules different from the usual and when an applicant appears before a judge in such a procedural manner he must ask the judge to disregard the rules applicable to ordinary adjudication. He is not obliged to go to the judge first to ask permission to act by means of extraordinary adjudication because rule 6(12) expressly provides that the judge may deal with such a matter when and where he deems fit. **If an applicant acts in terms of this rule and informs the respondent that he regards the application as urgent it follows, in my view, that the respondent is obliged, in the sense that he runs the risk of an order against him by default, and is entitled to provisionally accept the rules which the applicant has adopted. When the matter comes before the judge he can object, but in the meantime, he dare not disregard the rules which the applicant has made for himself.** Even if the rules of court with regard to ordinary adjudication are deemed to determine that an action is instituted when the notice of motion is handed to the registrar, in the case of an urgent application the applicant in the absence of the registrar may launch the matter directly to the judge and the judge can disregard the rules of ordinary adjudication in this connection. Rule 6(12)(a) provides that in the case of urgent applications a judge can disregard the ‘forms and service’ prescribed by the rules. Delivery of a notice of motion to the registrar is no ‘service’ but because in the case of an opposed motion the applicable form 2(a) in the first Schedule requires express notice to the registrar and respondent, a judge in an urgent case when the registrar is not available can disregard the requirement that form 2(a) be directed to the registrar.’

- (4) Judges sit in the urgent motion court on a weekly basis and matters should be set down bearing that in mind. Whether unopposed or opposed the papers must be filed (bound, indexed and paginated) by 12:00 the previous Thursday, unless the matter is so urgent that relief must be granted sooner. In *Luna Meubel Vervaardigers* at 137A–E the ascending order of urgency is set out:
- (1) The question is whether there must be a departure at all from the times prescribed in rule 6(5)(b). Usually this involves a departure from the time of 7 (now 10) days which must elapse from the date of service of the papers until the stated day for hearing. Once that is so, this requirement may be ignored and the application may be set down for hearing on the first available motion day **but regard must still be had to the necessity of filing papers with the registrar by the preceding Thursday so that it can come onto the following week's motion roll which will be prepared by the Motion Court Judge on duty for that week.**
 - (2) Only if the matter is so urgent that the applicant cannot wait for the next motion day, from the point of view of the obligation to file the papers by the preceding Thursday, can he consider placing it on the roll for the next Tuesday, without having filed papers by the previous Thursday.
 - (3) Only if the urgency be such that the applicant dare not wait even for the next Tuesday, may he set the matter down for hearing on the next court day at the normal time of 10:00 am or for the same day if the court has not yet adjourned.
 - (4) Once the court has dealt with the causes for that day and has adjourned, only if the applicant cannot possibly wait for the hearing until the next court day at the normal time that the court sits, may he set the matter down forthwith for hearing at any reasonably conve-

nient time, in consultation with the registrar, even that be at night, or during the weekend.

Practitioners should carefully analyse the facts of each case to determine, for the purposes of setting the case down for hearing, whether a greater or lesser degree of relaxation of the rules under the ordinary practice of the court is required. The degree of relaxation should not be greater than the exigency of the case demands. It must be commensurate therewith. Mere lip service to the requirements of rule 6(12)(b) will not do and an applicant must make out a case in the founding affidavit to justify the particular extent of the departure from the norm, which is involved in the time and day for which the matter is set down.'

- (5) Normally a respondent has not less than five days after service to give notice of his/her intention to oppose the application (rule 6(5)(b)) and if no notice of intention to oppose is given, a period of not less than 10 days must elapse between the date of service and the date of the hearing stipulated in the notice of motion (rule 6(5)(b)). If the respondent gives notice of intention to oppose the respondent has 15 days from the date of service of the notice within which to file the answering affidavit or a notice of his/her intention to raise a question of law (rule 6(5)(d)). Thereafter the applicant has 10 days from the date of service of the answering affidavit to file a replying affidavit (rule 6(5)(e)). After that the applicant may within five days apply for the allocation of a date for the hearing, failing which the respondent may do so (rule 6(5)(f)). It is clear from these times that the respondent is normally given ample time to consider whether to oppose (five days); to file an answering affidavit (15 days); and to consider the replying affidavit before the matter is enrolled (five days).
- (6) The rule ensures an orderly flow of applications through the court and their expeditious adjudication. Rule 6(12) allows an applicant who requires relief urgently to have his case decided without the delays necessitated by the ordinary procedure. However, the normal times will be abridged and the deviation from rule 6 will be permitted only when the matter is urgent. The degree of abridgement and deviation must be commensurate with the case and must be justified in the founding affidavit. It is also required that the applicant satisfy the court that the circumstances of the case are such that the applicant will not be afforded substantial redress at a hearing in due course. Rule 6(12)(b) provides that —

‘In every affidavit or petition filed in support of any application under sub-paragraph (a) of this sub-rule, the applicant shall set forth explicitly the circumstances which he avers render the matter urgent and the reasons why he claims that he could not be afforded substantial redress at a hearing in due course.’

- (7) Too many practitioners are over-optimistic or reckless in their assessment of the requirements set out in rule 6(12)(b) and attempt to use rule 6(12) to jump the queue to their client’s advantage. Many applications are struck off the roll because the court has found them not to be urgent. It is clear that the rule continues to be the most abused rule in the Division.
- (8) In accordance with the *Republikeinse Publikasies* judgment an applicant may choose to set the matter down on any Tuesday (or other day, in accordance with the degrees of urgency referred to in *Luna Meubel Vervaardigers*), but if the applicant does not wish to have the matter heard on that day at the time indicated it is wrongly enrolled and the procedure abused. If an applicant anticipates that the application will be opposed it is essential that the respondent and the applicant be allowed reasonable times for the filing of answering and replying affidavits before the roll closes at 12:00 on Thursday. If these affidavits cannot be filed in time and the matter cannot be heard at the time indicated in the notice of motion the procedure is abused. In every case the court will decide whether reasonable time has been allowed in the light of the circumstances revealed in the affidavits. If reasonable times have been allowed the respondent will not be allowed to delay the process.
- (9) Where the urgent motion court judge has found that the application is not urgent and strikes it off the roll the applicant is not prevented from re-enrolling the application duly amplified in a later week.

[4] In the light of the foregoing practitioners can expect the following approach in the urgent motion court —

- (1) Strict application of the *Republikeinse Publikasies* and *Luna Meubel Vervaardigers* judgments: all urgent applications must be enrolled by 12:00 on the previous Thursday for hearing at 10:00 on Tuesday unless they are covered by the other three degrees of ascending urgency referred to in *Luna Meubel Vervaardigers*;
- (2) Insistence by the urgent court judge that the judge be satisfied that —
 - (i) the abridgement of times and the deviation from the rule is justified by the circumstances of the case; and
 - (ii) if the matter is not heard immediately the applicant will not be afforded substantial redress at a hearing in due course;

These matters must be pertinently dealt with in the affidavits filed in support of the application;

- (3) If an application is not filed (bound, indexed and paginated) by 12:00 on the previous Thursday (subject to the remaining degrees of ascending urgency in *Luna Meubel Vervaardigers*), the application will not be heard and will be struck off the roll. The object of timeous filing of the papers is to enable the court to prepare and adjudicate upon the matter expeditiously;
- (4) If the judge is not satisfied that the application must be heard in the week in which it is enrolled for hearing it will be struck from the roll;
- (5) If the application is enrolled for hearing outside normal court hours (ie 10:00–16:00) without satisfactory explanation, it will be struck from the roll;

- (6) If an application, whether unopposed or opposed, is not ready to be adjudicated upon at the time indicated in the notice of motion it will be struck off the roll. If this occurs in an opposed application because the affidavits have not been filed timeously before 12:00 the previous Thursday (subject to the application falling under the remaining three degrees of ascending urgency referred to in *Luna Meubel Vervaardigers*) this will mean that the applicant has not complied with the *Republikeinse Publikasies* guidelines. The judge in the urgent motion court will not permit the application to stand down so that further affidavits can be filed;
- (7) If a matter is not ready for hearing in the week in which it is enrolled for hearing, for whatever reason, in the absence of exceptional circumstances, which must appear from an affidavit, it will not be postponed to a later week. It will be struck off the roll;
- (8) If the circumstances of a case are exceptional and the judge postpones the matter to a later week the judge will order —
 - (i) that the remaining affidavits be filed (bound, indexed and paginated) by specific times;
 - (ii) that the papers be taken immediately to the judge who will sit in the later court;
 - (iii) that the applicant immediately deliver to the judge who will sit in the later week a letter summarising the issues in the matter and the nature of the urgency;
- (9) The return day of a rule *nisi* will be heard in the ordinary motion court unless the rule *nisi* expressly orders that the return day be heard in the urgent motion court. If parties agree that interim relief be granted and the respondent contends that the final adjudication of the matter is urgent, this must be dealt with in an affidavit so that the judge in the urgent motion court can make the appropriate order;

- (10) No matter involving more than 500 pages will be considered by the judge in the urgent court (subject to the remaining three degrees of ascending urgency) unless the papers are delivered to the judge who will hear the matter at least 48 hours before the time of the hearing in the notice of motion;
- (11) Any semi-urgent application which involves bulky affidavits in excess of 500 pages and/or argument in excess of three hours will be referred to the Deputy Judge President to allocate a date and judge for the hearing. Where practitioners anticipate that a dispute is of such importance that it must be resolved urgently by the court, for whatever reason, they should approach the Deputy Judge President to allocate a date for the hearing and determine dates for the filing of affidavits and heads of argument and the indexing and pagination of the affidavits.

Dated at **Pretoria** on the _____ of _____ 20_____

ANNEXURE 'A' 15.1

1. The order being served on you requires you to allow the persons named therein to enter the premises described in this order and to search for, examine and remove or copy the articles specified in this order. You are also required to point out and hand over any such item to the sheriff. Particulars are stated in the order.
2.
 - 2.1 When this notice is handed to you, you are entitled, if you are an employee of the respondent or in charge of the premises, to contact the respondent or a more senior officer of the respondent. You are entitled to the attendance and advice of such senior person, the respondent or an attorney, provided such person arrives without delay and not later than an hour after the handing over of this notice.
 - 2.2 Until the attorney, the respondent or such other officer arrives or until the time has passed for him or her to arrive, you need not comply with any part of this order, except that you must allow the applicant's attorney, the sheriff and the other persons named in the order to enter the premises and to take such steps as, in the opinion of that attorney, are reasonably necessary to prevent prejudice to the further execution of the order.
3. You are further entitled to have the sheriff and the applicant's attorney explain to you what this notice and the court order mean.
4. You may be punished for contempt of court if you, inter alia:
 - 4.1 obstruct the sheriff unlawfully in the execution of this order; or
 - 4.2 wilfully disobey this order; or
 - 4.3 remove or intentionally cause harm to any item about to be attached or removed in terms of this order, until the attachment is set aside by the court or is lifted on instruction from the applicant.

ANNEXURE 'B' 15.1

Having heard counsel for the applicant and having read the papers filed of record, and on the basis that the applicant undertakes to this court that:

1. this order will not be executed outside the hours between 08:00 and 18:00 on a weekday;
2. applicant will prevent the disclosure of any information gained during the execution of this order to any party except in the course of obtaining legal advice or pursuing litigation against the respondent;
3. applicant will compensate the respondent for any damages caused to the respondent by anyone exceeding the terms of this order;
4. applicant will compensate the respondent for any damage caused to the respondent by reason of the execution of this order should this order subsequently be set aside.

IT IS ORDERED:

1. That the respondent and any other adult person in charge of the premises of the respondent at Lover's Lane, Pretoria, grant the sheriff of the above honourable court, applicant's manager ('Mr ABC'), attorney DEF ('applicant's attorneys') and a computer operator nominated by applicant access to the said premises for the purpose of:
 - 1.1 searching the premises for the purpose of enabling any of those persons to identify and point out to the sheriff originals or copies of, or extracts from applicant's recipes and formulae for the manufacture of GHtoys;
 - 1.2 examining any item for the purpose of identifying it and deciding whether it is of the nature mentioned in the preceding subparagraph;
 - 1.3 searching the premises for the purposes of finding any computer disc containing any of the items referred to above.
2. That the respondent forthwith discloses passwords and procedures required for effective access to the computer for the purpose of searching on the computer and making a disc copy, or, if that is not possible, a print out of computer documents containing information of the nature which would be expected in a document mentioned in paragraph 1.1 above.

3.

3.1 That the respondent permits the sheriff to attach and to remove any document pointed out by a person mentioned in paragraph 1 as being a document covered by paragraph 1.

3.2 That, subject to paragraph 5.3.2 hereof, the sheriff is authorised to attach any document which is pointed out by any of the aforesaid persons and is directed to remove any attached document in respect of which the applicant or the applicant's attorney does not give a different instruction. The sheriff is directed to keep each removed item in his custody until the applicant authorises its release to the respondent or this court directs otherwise.

4. That until completion of the search authorised in the preceding paragraphs the respondent may not access any computer or any area where documents of the class mentioned in paragraph 1.1 may be present except with the leave of the applicant's attorney or to make telephone calls or send an electronic message to obtain the attendance and advice mentioned in the notice which is handed over immediately prior to execution of this order.

5. The sheriff is directed, before this order and this application is served or executed, to:

5.1 hand to the respondent or the other person found in charge of the said premises a copy of a notice which accords with annexure 'A' 15.1 of the practice manual; and

5.2 explain paragraphs 2, 3 and 4 thereof; and

5.3 inform those persons of the following:

5.3.1 That any interested party may apply to this court on not less than 24 hours' notice to the office of the applicant's attorney for a variation or setting aside of this order, the court's practices and rules applying unless the court directs otherwise.

5.3.2 That the respondent is entitled to make a copy of any document which the sheriff intends to remove unless the sheriff declares that the time involved makes the procedure impractical and the sheriff either does not remove the relevant item or removes it in a container sealed by him, which the sheriff may not open except to give effect to this order or to any further direction from the court.

5.3.3 That the respondent or his representative is entitled to inspect items in the sheriff's possession for the purpose of satisfying themselves that the inventory is correct.

5.3.3 That the respondent or his representative is entitled to inspect items in the sheriff's possession for the purpose of satisfying themselves that the inventory is correct.

6. The sheriff is ordered to immediately make a detailed inventory of all items attached and to provide the registrar of this court, the applicant's attorney, and the respondent with a clear copy thereof.
7. The sheriff is ordered to inform the respondent that the execution of this order does not dispose of all the relief sought by the applicant and to simultaneously serve the notice of motion and explain the nature and exigency thereof.
8. The costs of this application are reserved for determination in the further proceedings foreshadowed in this application save that –
 - 8.1 if the applicant does not institute those legal proceedings within three weeks of the date of this order, either party may, on not less than 96 hours' notice to the other, apply to this honourable court for an order:
 - 8.1.1 determining liability for those costs and determining what must be done about removed items and any copies thereof;
 - 8.1.2 any other party effected by the grant or execution of this order may on no less than 96 hours' notice apply to this honourable court for an order determining liability for the costs of such party and determining what must be done about any item removed from any such party or any copy thereof.

Note: In some situations the following may also be appropriate:

6. The respondent and any other adult person in charge of the premises at which this order is executed are further directed to disclose to the sheriff of the above honourable court the whereabouts of any document or item falling within the categories of documents and items referred to in 1.1 above, whether at the premises at which this order is executed or elsewhere to the extent that the whereabouts are known to such person(s).
10. In the event that any document or item is disclosed to be at premises other than the premises mentioned in paragraph 1 of this order, the applicant may approach this court *ex parte* for leave to permit execution of this order at such other premises.

11. In the event that any document or item is disclosed to be at premises other than the premises mentioned in paragraph 1 of this order, the applicant may approach this court *ex parte* for leave to permit execution of this order at such other premises.

ANNEXURE “A” 15.3

IN THE NORTH GAUTENG HIGH COURT – PRETORIA REPUBLIC OF SOUTH AFRICA

Case number:

In the application of:

THE LAW SOCIETY OF THE NORTHERN PROVINCES
(Incorporated as the Law Society of the Transvaal)

Applicant

and

Respondent

NOTICE OF MOTION

Be pleased to take notice that the Law Society of the Northern Provinces, incorporated as the Law Society of the Transvaal (applicant) intends applying to this Honourable Court for an order in the following terms:

1. That the name of _____ (respondent) be struck from the roll of attorneys of this Honourable Court, alternatively be suspended in his practice as an attorney on such terms and conditions as this Honourable Court deems appropriate.
2. That respondent hands and delivers his certificate of enrolment as an attorney to the Registrar of this Honourable Court.

3. That in the event of the respondent failing to comply with the terms of this order detailed in the previous paragraph within two (2) weeks from the date of this order, the sheriff of the district in which the certificate is, be authorised and directed to take possession of the certificate and to hand it to the Registrar of this Honourable Court.
4. That the respondent be prohibited from handling or operating on his trust accounts as detailed in paragraph 5 hereof.
5. (Prayers 5 and further provide for the standard and usual detailed order in order to appoint a curator and the further ancillary relief and costs.)
6. That further and/or alternative relief be granted to applicant.

AND that the accompanying founding affidavit of _____ the President of applicant, will be used in support thereof.

TAKE FURTHER NOTICE that applicant has appointed the offices of its attorneys, _____ (name and address) at which it will accept notice and service of all process in these proceedings.

TAKE FURTHER NOTICE that if respondent intends opposing this application, he/she is required:

- (a) to notify applicant's attorneys in writing thereof within 5 (five) days after service of this application.
- (b) within 15 (fifteen) days of notifying applicant of this intention to appose the application to deliver his/her answering affidavit (if any) together with any relevant documents.

AND FURTHER that respondent is required to appoint in such notification an address as contemplated in rule 6(5)(d) at which he/she will accept notice and service of all documents in these proceedings.

IF NO SUCH NOTICE OF INTENTION TO OPPOSE is given, the application will be set down for hearing on a date to be allocated by the Registrar.

DATED at PRETORIA on _____

Name
Attorneys for the Applicant
PRETORIA
Tel:
Ref:

TO: The Registrar of the High Court
PRETORIA

AND TO: Respondent
 (Address for Service)

SERVICE BY SHERIFF

ANNEXURE 'A' 15.4

Take notice that on the _____ day of _____ 20 ____ at 10:00 or so soon thereafter as the matter may be heard, the abovementioned applicants will apply to the North Gauteng High Court of Pretoria (cnr Vermeulen and Paul Kruger Street) for an order in the following terms:

1. The applicants are given leave to change the matrimonial property system which applies to their marriage, by the execution and registration of a notarial contract, a draft whereof is attached to the first applicant's supporting affidavit and is marked ' _ ' and which contract, after registration thereof, will regulate their property system;
2. The Registrar of Deeds is authorised to register the notarial contract.
3. This order —
 - 3.1 will lapse if the notarial contract is not registered by the Registrar of Deeds within two months of the date of the granting of this order; and
 - 3.2 will not prejudice the rights of any creditor of the applicants as at date of registration of the contract.

Annexure 'A' 15.14

Applicant/s _____

Case No: _____

Practice Note

- (1) Applicant's address _____
- (2) Date advertised for application _____
- (3) Section 4(1): Publication of notice of surrender
Date of publication _____
Government Gazette p _____
Newspaper p _____
- (4) Section 4(2): Notice to creditors
Date of delivery/posting p _____
Affidavit to prove delivery/posting p _____
Physical proof delivery/posting p _____
- (5) Section 4(3): Statement of affairs p _____
Date of lodging p _____
Master's certificate p _____
Magistrate's certificate p _____
- (6) Section 6(1): Proof of insolvency p _____
Movable property — description
and value p _____
Proof of value of movable property p _____
Immovable property — description
and value p _____
Proof of value of immovable property p _____
Calculation of dividend to creditors p _____
Attorney's fees for application p _____
Valuator's fees p _____

APPENDICES

The Companies Amendment Act 2011 (Act No 3 of 2011) was assented to by the President on 19 April 2011. This Act amended the Companies Act 2008 (Act No 71 of 2008) (“the 2008 Act”), extensively.

On 26 April 2011 in terms of Proclamation No 32, 2011 published in *Government Gazette* No 34239 the President determined that the 2008 Act shall come into force on 1 May 2011.

The courts are still to interpret and apply the provisions of the 2008 Act. Before that has been done no directives will be included in this practice manual dealing with Company and Close Corporation matters as a practice manual is not intended to direct the courts how to deal with new Acts. The practice manual rather informs practitioners how acts or parts thereof are interpreted or applied by the courts. In due course consideration will be given to the inclusion of chapters in this practice manual dealing with company matters.

The 2008 Act repeals the Companies Act 1973 (Act No 61 of 1973) (“the 1973 Act”), save for the transitional arrangements set out in schedule 5 of the 2008 Act. Section 9 of schedule 5 provides for the continued application of the 1973 Act to winding-up and liquidation applications.

Appendix I will therefore deal with applications for the liquidation of companies. Appendix II will deal with enquiries in terms of section 417 of the 1973 Act.

The National Credit Act 2005, (No 34 of 2005) is at present receiving much attention from the courts. The National Credit Act 2005 will be dealt with in Appendix III. As the case law develops on the National Credit Act the appendix will be updated.

In the judgment in the case of *Elsie Gundwana v Steko Development CC and others*, case CCT 44/10 delivered on 11 April 2011, The Constitutional Court declared “that it is unconstitutional for a registrar of a High Court to declare immovable property specially executable when ordering default judgment under rule 31(5) of the Uniform Rules of Court to the extent that this permits the sale in execution of the house of a person.” Urgent measures were taken by the courts to deal with a substantial number of applications for default judgments which had previously been dealt with by the registrar. (See Appendix IV)

On 24 December 2010 rule 46(1)(a)(ii) of the Uniform Rules of Court were amended to provide that where immovable property of a judgment debtor has been declared specially executable and it is the primary residence of such judgment debtor, no writ of execution against such immovable property shall issue unless the court, having considered all the relevant circumstances, orders execution against such property.

A full court was constituted in this division to consider the factors to be taken into account by a court when performing its judicial oversight functions in applications for sales in execution of mortgaged immovable property. See *First Rand Bank Ltd vs Folscher and another and similar matters*, 2011(4)SA 314(GNP). See also *Nedbank Ltd vs Fraser and another and four other cases*, 2011 (4) SA 363 (GSJ) and *Standard Bank of South Africa Ltd vs Bekker and another and four similar cases*, 2011 (6) SA 111 (WCC).

APPENDIX I — LIQUIDATION

1. The applicant shall seek a final winding-up order in the notice of motion.
2. The court may nonetheless in the exercise of its discretion grant a provisional order and direct that service and publication of the provisional order be effected.
3. The service referred to in paragraph 2 may include—
 - 3.1 service of the order on the company or close corporation at its registered office;
 - 3.2 publication of the order in the *Government Gazette*;
 - 3.3 publication of the order in a newspaper circulating in the area where the company or close corporation carries on business;
 - 3.4 service on all known creditors. This will only be ordered where the applicant has ready access to the identities and addresses of the creditors. Depending on the information that the applicant has as to the creditors' addresses such service can be ordered to be effected by e-mail, facsimile transmission or pre-paid registered post.
4. If a provisional order for liquidation is granted, proof of compliance with the service ordered must be provided on the return date. Such proof is provided by filing an affidavit setting out the manner in which the service ordered was complied with. The presiding judge will only accept the affidavit of service from the bar in exceptional circumstances made out in an affidavit.
5. If an extension of the return date of a provisional order for liquidation is sought, the party seeking such an extension must deliver an affidavit motivating such an extension.
6. Where a company or a close corporation seeks its own winding-up, it is not necessary for the application or for any provisional order that may be granted to be served on the company or close corporation.

7. Where the applicant seeking a winding-up order is a shareholder of a company or member of a close corporation, he shall serve the application on all interested parties, such as a co-shareholder or joint member. Failing such service the applicant should indicate in the founding affidavit why such service is not necessary or undesirable.

ANNEXURE 'A' — APPENDIX I

STANDARD ORDER FOR FINAL LIQUIDATION

IN THE NORTH GAUTENG HIGH COURT, PRETORIA

(REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. The above mentioned respondent is hereby placed under final winding up.

BY THE COURT

REGISTRAR

ANNEXURE 'B' APPENDIX I

STANDARD ORDER FOR PROVISIONAL LIQUIDATION

IN THE NORTH GAUTENG HIGH COURT, PRETORIA

(REPUBLIC OF SOUTH AFRICA)

CASE NO:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and considered the matter:

IT IS ORDERED THAT:

1. The abovementioned respondent is hereby placed under provisional winding up.
2. All persons who have a legitimate interest are called upon to put forward their reasons why this court should not order the final winding up of the respondent _____ at 10:00 or so soon thereafter as the matter may be heard.
3. A copy of this order be served on the respondent at its registered office.
4. A copy of this order be published forthwith once in the *Government Gazette*.
5. A copy of this order be forthwith forwarded to each known creditor by prepaid registered post or by electronically receipted telefax transmission.

BY THE COURT

REGISTRAR

APPENDIX II — ENQUIRIES IN TERMS OF SECTION 417 OF THE 1973 COMPANIES ACT

1. The request that the enquiry be held in secret should be fully motivated. Secrecy will not be ordered as a matter of course.
2. Where application is made to examine a particular witness, it must be shown that the witness in question has refused to furnish the information required of him or her is otherwise unwilling to cooperate with the liquidator; or reasons must be provided why it would be inadvisable or counterproductive to interview the witness prior to a summons being served upon him/her.
3. Since the amendment of section 417 which has given the power to the Master to hold the enquiry, any application to the court under this section must indicate whether the Master himself has instituted an enquiry and why it is necessary to apply to court for this purpose.

APPENDIX III - PROCEEDINGS INSTITUTED IN TERMS OF THE NATIONAL CREDIT ACT OF 2005

1. In any proceedings instituted in terms of the National Credit Act 34 of 2005 in respect of any claim to which the provisions of sections 127, 129 or 131 of the Act apply, the summons or particulars of claim or, in motion proceedings, the founding affidavit, must contain sufficient allegations or averments to enable the court to be satisfied that the procedures required by those sections, read with section 130 (1) and (2) of the Act, as may be applicable to the claim have been complied with before the institution of the proceedings. The attention of practitioners is drawn to paragraphs 33 to 37 and paragraph 50 to 58 of the judgment in *Rossouw and Another vs FirstRand Bank Ltd* 2010 (6) SA 439 (SCA).
2. In order to satisfy the court of the matters referred to in section 130(3) of the Act, an affidavit by the credit provider must be filed when judgment is applied for.
3. Attention is drawn to the judgment in *Collett vs First Rand Bank Ltd* 2011 (4) SA 508 (SCA).
4. Attention is further drawn to the as yet unreported judgments in this division in *Changing Tides 17 (Pty) Ltd vs D C J Grobler and another*, case no. 9226/2010 (Murphy J) and *Toyota Financial Services and another vs First Rand Bank Ltd vs C C Owens*, Case No. 31752/2011 (Legodi J).

APPENDIX IV — APPLICATIONS FOR DEFAULT JUDGMENTS AND AUTHORISATION OF WRITS OF EXECUTION

The following directives must be complied with in applications for default judgments of the type referred to in the *Gundwana* case, as well as applications for orders for execution against the particular immovable property referred to:

1. The registrar will prepare and at all times have available a blank register for each court day. The blank register will be in accordance with annexure 'A' hereto. The register will be kept available at a location designated by the registrar.
2. A person seeking to enrol a matter may do so by entering on the register for the appropriate day in the next available space on the register the case number, the parties' names, the nature of the application, the name of the applicant's attorneys, the name of the person enrolling the matter and his/her contact details.
3. No more than 150 applications may be enrolled on any court day.
4. No entry may be removed from the register.
5. When the register for a particular day is full, the registrar shall remove and keep the register in a safe place until the day after the date to which the register applies.
6. Matters may only be enrolled when the papers are ready, paginated and indexed where applicable, and the matter is ripe for hearing.
7. Matters may not be enrolled later than noon on the court day but three preceding the day on which the matter is to be heard.
8. A party who has enrolled a matter may not, without the leave of the court, file any further documents other than a notice of removal, a notice of withdrawal, a notice of postponement, a practice note and an official document or report.
9. It shall be the responsibility of the registrar to prepare a motion court roll from the files of matters that have been enrolled. The matters shall be distributed between as many courts as may be required on a particular day. The number of courts will be decided on by the Deputy Judge President.

10. No more than 50 matters may be enrolled before any one court.
11. No application for a default judgment and no application for the authorisation of the issuing of a writ of execution may be enrolled on the ordinary motion court rolls. The applications referred to will be heard by the court/s constituted in terms of this Appendix until further notice.
12. In the notice of set down reference must be made to the date of service, the date on which the *dies induciae* expired as well as the relief sought.
13. A draft court order in duplicate indicating that the orders were granted by the court and ready for signature by the registrar must be filed in the court file.

ANNEXURE 'A' — APPENDIX IV

DATE REGISTRATION FOR DEFAULT JUDGMENT APPLICATIONS AND WRITS OF EXECUTION

ENROLLED FOR: _____ 20 _____

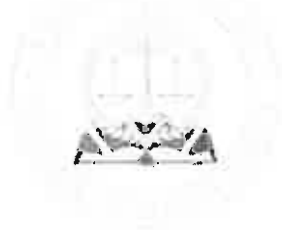
	CASE NO	PLAINTIFF	DEFENDANT	NATURE OF APPLICATION Default/ WOE	PLAINTIFF'S ATTORNEY	NAME OF PERSON ENROLLING	TELEPHONE NUMBER
1							
2							
3							
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ANNEXURE E

NB. This questionnaire must be dealt with in the pre-trial minute, in addition to other requirements of Rule 37 and this Practice Manual.

1. Is the trial ready to proceed on merits and quantum/merits conceded/merits and quantum separated/on question of law (Rule 33(4))?
.....
2. If trial is to proceed on either merits and/or quantum are both parties ready to proceed and will the witnesses be at court or have been subpoenaed to attend trial?
3. Did the parties file all the necessary expert reports?
 - 3.1 If so, list all the reports filed and Joint minutes filed;
 - 3.2 if not, list
 - 3.2.1 Plaintiff's outstanding expert report(s) and by which date they would be filed;
 - 3.2.2 Defendant's outstanding expert report to be filed by
 - 3.2.3 State by when will the relevant joint minutes of the experts would be filed.
4. Does either party intend to amend the pleadings? If so, pleadings to be amended by
5. Does either party intend to request trial particulars? If so, particulars to be requested by
6. Has proper discovery and expert notices been served on time?.....
7. Is the examination of any person or item required in terms of Rule 36?
8. What is the estimated duration of the trial?.....
9. Has the court file has been properly indexed and paginated?
.....
10. Is it necessary for the parties to hold a further pre-trial? If so, give reasons.
.....
11. Is there a need to appoint a curator *ad litem* or a curator *bonis*?

APPENDIX V - PRE-TRIAL CONFERENCES IN CRIMINAL MATTERS



OFFICE OF THE JUDGE PRESIDENT
GAUTENG DIVISION OF THE HIGH COURTS OF SOUTH AFRICA
Private Bag x442, Pretoria 0001 – Tel 012 314 9003 – Fax 012 326 4940
Palace of Justice, Church Square, Room 13, First Floor, Pretoria
TMotswasele@judiciary.org.za

PRACTICE NOTE 1

PRE-TRIAL CONFERENCES IN CRIMINAL MATTERS

1. The provisions of this Practice Note shall apply to all criminal trials to be heard in the Gauteng Division, Gauteng Local Division of the High Court, Gauteng Division Acting as the Mpumalanga Division of the High Court, from the 7th of OCTOBER 2016.
2. The objective of this Practice Note is intended to eliminate unnecessary delays in criminal trials and to introduce necessary enhancements as well as trial date certainty. Necessary amendments to the processes and procedures set out in this Practice Note will be considered on an ongoing basis in the light of the experience gained by all participants in the course of the application of this Practice Note.
3. All criminal trials shall be preceded by a pre-trial conference to be held in terms of this Practice Note.
4. In general all trials transferred from the Magistrates Courts to the High Court Roll for the first time shall be subject to a pre-trial conference in terms of this Practice Note.
5. Notifications regarding the holding of pre-trial conferences as well as other related matters shall, where necessary be issued by the Chief Registrar.

6. Pre-trial conferences held in terms of this Practice Note shall be presided over by Judges designated by the Judge President.
7. The pre-trial conference shall in all cases be attended by:
 - i. the accused;
 - ii. the legal representative of the accused;
 - iii. a representative of the Director of Public Prosecutions (DPP).
8. The purpose of the pre-trial conference is to consider, and, where appropriate, to address matters such as:
 - i. the legal representation of the accused;
 - ii. admissions sought by the DPP and the accused;
 - iii. the consideration of plea agreements;
 - iv. the compliance by the parties of their pre-trial obligations in terms of the Act and the rules;
 - v. the state of readiness for trial of the respective parties.
 - vi. explore ways of shortening the proceedings where possible as well as identify and resolve issues that could lead to roll collapses.
9. All parties may seek directives from the Judge presiding in any pre-trial conference in regard to the implementation of any pre-trial procedures.
10. The DPP shall be responsible for the preparation of a minute of the conference, to be filed as soon as possible but not later than 7 days after the conclusion of the conference



D MLAMBO
JUDGE PRESIDENT
GAUTENG DIVISION and GAUTENG LOCAL DIVISION of the HIGH COURT

5 OCTOBER 2016