



## OFFICE OF THE JUDGE PRESIDENT

### GAUTENG DIVISION OF THE HIGH COURT OF SOUTH AFRICA

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27 November 2020

To:

1. Legal Practice Council – Gauteng
2. Law Society of South Africa
3. Gauteng Family Law Forum
4. Gauteng Attorneys Association
5. Pretoria Attorneys Association
6. Johannesburg Attorneys Association
7. West Rand Attorneys Association
8. South African Black Women in Law
9. National Association of Democratic Lawyers
10. Black Lawyers Association
11. Office of the Director of Public Prosecutions, Pretoria and Johannesburg
12. Office of the State Attorneys, Pretoria and Johannesburg
13. Office of the Family Advocate, Pretoria and Johannesburg
14. Legal Aid South Africa

Copy to: All Registrars of the Gauteng Division of the High Court, Pretoria and Johannesburg

**URGENT NOTICE TO ATTORNEYS:-**



## IN RE: NON-COMPLIANCE WITH 18 SEPTEMBER 2020 CONSOLIDATED DIRECTIVE

1. Large-scale non-compliance with the 18 September 2020 Consolidated Directive (“the Directive”) has been identified. Particular areas of non-compliance observed are as follows:
  - 1.1 Failure to Prefix cases (Paragraph 7.2 of the Directive).
  - 1.2 Failure to upload Directive Compliance declaration (Paragraphs 6, 10 and 13 of the Directive).
  - 1.3 Failure to upload date application form (Paragraphs 10, 13, 20, 98 and 111 of the Directive).
  - 1.4 Failure to do final enrolment (Paragraphs 10, 91 and 92 of the Directive).
  - 1.5 Failure to upload documents and/or date application forms (including J118) in a section clearly marked as such or in the correct section (Paragraphs 7.6, 91 and 98 of the Directive).
  - 1.6 Failure to record case number correctly (i.e. 2020/123456) in the case reference block (Paragraphs 7.1, 64.2 and 73 of the Directive).
  - 1.7 Failure to assign all permissions to Registrar Office Profiles (Paragraph 12.3 of the Directive).
  - 1.8 Failure to read CaseLines Notes made by the Registrars’ Office (Paragraphs 16, 67, 76, 92 and 191 of the Directive).
  - 1.9 Failure to adhere to timeframes (Paragraphs 12.2, 93, 94, 105 and 175 of the Directive).



- 1.10 Attorneys adding hearing dates (Paragraphs 13, 16, 69, 90, 92, 184 and 190 of the Directive).
  - 1.11 Attorneys inviting multiple office profiles to the same case (Paragraphs 12.1 and 175 of the Directive).
  - 1.12 Attorneys un-inviting (removing) staff members from cases (Communicated in the Directive Webinars).
  - 1.13 Failure to use COURT USER template when creating cases (Paragraphs 7.1 and 7.3 of the Directive).
2. The Office of the Registrar is specifically mandated to disregard matters that are non-compliant with the Directive and is instructed in the Directive not to allocate dates for matters that are non-compliant. Furthermore, where attorneys fail to use the COURT USER template, the Registrar is instructed to un-invite the case creator from the case, to prefix the case with “NO TEMPLATE” and to mark the case as complete in order to archive the case. The case creator must then create the case afresh, using the COURT USER template as described in the Directive before the case can proceed.
  3. Attorneys and litigants may not un-invite (remove) any person from the PEOPLE list unless the person to be removed from the case was erroneously invited by him-/herself.
  4. Attorneys and litigants may not remove or delete endorsements or documents from any case on CaseLines.
  5. Walk-in enquiries & complaints pose a health risk and is time consuming, preventing staff from answering telephone enquiries and/or efficiently attending to matters on CaseLines. In the light of the ongoing risk of contracting COVID-19 as well as the fact that almost all walk-in enquiries relate to matters which a diligent reading of the 18 September 2020 Directive can easily resolve, **NO walk-in enquiries or complaints will be accommodated.**



6. Enquiries should be made per telephone to the relevant telephone number(s) listed here below and complaints should be sent to the relevant email address as it appears below. It is imperative that before a complaint or enquiry is raised the complainant should ensure that he/she has read the Directive to avoid and prevent unnecessarily burdening Court staff.

## 6.1 In Pretoria

### 6.1.1 Motions:

Unopposed and Trials interlocutory 012 315 7613/15

Opposed 012 315 7614

Complaints should be directed to the Registrar per [KMunene@judiciary.org.za](mailto:KMunene@judiciary.org.za)/ [OSebogodi@judiciary.org.za](mailto:OSebogodi@judiciary.org.za)

### 6.1.2 Civil Trials & CMC's:

CMC's 012 315 7432/7426

Trials 012 315 7449/012 492 6848

Complaints should be directed to the Registrar per [NMvumbi@judiciary.org.za](mailto:NMvumbi@judiciary.org.za)

### 6.1.3 Admissions

Admissions 012 315 7437

Complaints should be directed to the Registrar per [NMohale@judiciary.org.za](mailto:NMohale@judiciary.org.za)

### 6.1.4 Taxation:

All Taxation enquiries 012 492 6881

Complaints should be directed to the Registrar per [ACHetty@judiciary.org.za](mailto:ACHetty@judiciary.org.za)



### 6.1.5 Rule 31(5) Default Judgment:

All Rule 31(5) enquiries 012 492 6741/6743

Complaints should be directed to the Registrar per  
[NMotsepe@judiciary.org.za](mailto:NMotsepe@judiciary.org.za)

### 6.1.6 Court Orders:

Requests for orders granted prior to 26 March 2020

Complaints relating to orders granted prior to 26 March 2020 – Email:  
[CourtOrdersPTA@judiciary.org.za](mailto:CourtOrdersPTA@judiciary.org.za)

\*Orders granted as from 26 March 2020, if not uploaded- Enquire from the  
Judge's Secretary

\*Complaints relating to Orders granted as from 26 March 2020 not yet  
uploaded – Contact the Office Manager per [MCampbell@judiciary.org.za](mailto:MCampbell@judiciary.org.za)

## **6.2 In Johannesburg**

### 6.2.1 Motions:

Unopposed 011 335 0419

Opposed 011 335 0332

Complaints should be directed to the Registrar per  
[JHBMotionenquiries@judiciary.org.za](mailto:JHBMotionenquiries@judiciary.org.za)

### 6.2.2 Civil Trials & CMC's:

CMC's 011 335 0348

Trials 010 494 8397

Complaints should be directed to the Registrar per  
[TKhumalo@judiciary.org.za](mailto:TKhumalo@judiciary.org.za)



### 6.2.3 Admissions & Trial Interlocutory Applications:

Admissions 010 494 8506

Trial Interlocutory Applications 010 494 8506

Complaints should be directed to the Registrar per [GModipa@judiciary.org.za](mailto:GModipa@judiciary.org.za)

### 6.2.4 Taxation:

All Taxation enquiries 011 335 0174

Complaints should be directed to the Registrar per [BNxumalo@judiciary.org.za](mailto:BNxumalo@judiciary.org.za)

### 6.2.5 Rule 31(5) Default Judgment:

All Rule 31(5) enquiries 010 494 8579

Complaints should be directed to the Registrar per [TMaponya@judiciary.org.za](mailto:TMaponya@judiciary.org.za)

### 6.2.6 Court Orders:

Requests for orders granted prior to 26 March 2020 011 335 0300

Complaints relating to orders granted prior to 26 March 2020 – Email [JHBfiles@judiciary.org.za](mailto:JHBfiles@judiciary.org.za)

\*Orders granted as from 26 March 2020, if not uploaded - Enquire from the Judge's Secretary

\*Complaints relating to orders granted as from 26 March 2020 not yet uploaded – Contact the Office Manager per 011 335 0157 / [RLetlaka@judiciary.org.za](mailto:RLetlaka@judiciary.org.za)

7. Registrars are legal professionals who are best suited to attend to enquiries and complaints relating to their respective sections and/or areas of responsibility. When sending emails to the email addresses stipulated above, attorneys **must refrain from copying the Chief Registrar** in such emails (Paragraphs 215 & 216 of the Directive). In respect of enquiries and complaints, Chief Registrars are expected only to attend to such enquiries or complaints referred to them by the designated Registrar.



8. Issuing on CaseLines (Paragraph 146 of the Directive) has not been implemented as yet. Issuing is only done in person until further notice.

*MRACHO*

JUDGE PRESIDENT OF THE GAUTENG DIVISION OF THE  
HIGH COURT OF SOUTH AFRICA

*Electronically submitted therefore unsigned*

