



**OFFICE OF THE HONOURABLE MADAM JUSTICE FLATELA J  
HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA**

Pretoria High Court Building, c/o Madiba and Paul Kruger Street, Pretoria, 0001  
3rd Floor, Office 3.6

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17 May 2024

**TO: ALL LEGAL PRACTITIONERS**

**DIRECTIVE: TRIAL DEFAULT JUDGMENT MATTERS BEFORE MADAM JUSTICE FLATELA J (MS)**

**20 - 24 MAY 2024**

1. All matters will be conducted in virtual court at 10:00.
2. Separate links will be created for each day of the week and will be available on Caselines on the notes section.
3. All communication must be done via email to [TsMpuru@judiciary.org.za](mailto:TsMpuru@judiciary.org.za) and the case name and roll number must be included in the subject line.
4. It is the responsibility of Legal Practitioners to ensure the correct details are reflected on the draft orders.
5. **All draft orders in word and pdf format should be uploaded on Caselines. Kindly ensure that it complies with the practice directive, i.e. the Judge's name, number on the roll, correct case number, date, mode of hearing etc. Including the below disclaimer:**

*"This Order is made an Order of Court by the Judge whose name is reflected herein, duly stamped by the Registrar of the Court and is submitted electronically to the Parties/their legal representatives by email. This Order is further uploaded to the electronic file of this matter on Case Lines by the Judge or her Secretary. The date of this Order is deemed to be \_\_\_\_\_.*

6. To assist the Judge in her deliberation of the matters on the roll and to prevent matters from being struck, parties should ensure compliance with the relevant practice directives pertaining to Default Judgments.
7. The court will not deal with matters that were not placed timeously, if your matter was properly enrolled but does not appear on this roll, please contact the enrolment office.
8. Where matters settle or are to be removed, ensure that a note to that effect is made timeously on Caselines, a notice of removal is served and uploaded and/ or a draft order encapsulating the removal terms/ settlement terms is uploaded and handed up to court.
9. The roll will be dealt with in order of seniority.

Yours Sincerely,

Registrar to Judge Flatela.

***(Electronically submitted therefore unsigned)***