



HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA
FROM THE CHAMBERS OF MADAM JUSTICE RETIEF

25 MARCH 2024

TO: ALL LEGAL PRACTITIONERS

DIRECTIVE

UNOPPOSED MOTIONS: 03 & 05 APRIL 2024
BEFORE MADAM JUSTICE RETIEF

JUDGE'S SECRETARY: CHRISTINAH MSIMANGO

email: ChMsimango@judiciary.org.za

Tel: 012 314 9002

1. All hearings during this week will be conducted virtually starting at **10h00**.
2. Parties must e-mail the **Draft Orders** sought in Word Format to Ms Msimango (see details below).
3. **Draft Orders** must correctly indicate the Judge's name (i.e. RETIEF J), date on which the matter was heard, the mode of hearing (via MS Teams) and at the end of the draft order the party must indicate the name and contact details of their counsel and their instructing attorney.
4. **A practice note, to be filed by no later than 16h00, two clear days before the matter is to be heard**, stating the nature of the application, the date and number on the roll and contact details (including email address) of the legal practitioner, must be filed on Caselines.

5. Parties must ensure that a case profile is created for their matter on Caselines, and once the roll is made available to Judge, no documents may be uploaded without the express permission of the Judge, save for practice notes as per paragraph 4.
6. Counsel will call their matters on line, in the order of seniority.
7. If a Counsel is appearing in more than one matter on Judge Retief's roll, Counsel may call all the matters she/he appears in, in order to finalise the roll as expeditiously as possible and to Counsel to be excused from the court.
8. If Counsel is appearing in another Court, whether, in person or virtually, during this week and have other matters before a more a Senior Judge, they may notify Ms Msimango (details below) of the position on or before 9h30 on that relevant Court day. This is to assist Judge Retief with standing such matters down.
9. Ms Msimango will post **the link to the proceedings on the Notes section of each matter on caselines** a day prior to the matter being heard. Should parties experience any difficulties prior or during the virtual hearing, same must be communicated immediately to Ms Msimango via email and/or telephonically.



Warm Regards

Mrs Christinah Msimango

Secretary to Madam Justice Retief

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