



## REPUBLIC OF SOUTH-AFRICA

HIGH COURT OF SOUTH AFRICA  
GAUTENG DIVISION  
PRETORIA

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**NOTICE REGARDING IMPLEMENTATION OF THE JUDGE PRESIDENT'S  
DIRECTIVES FOR THE UNOPPOSED MOTION COURT BEFORE JUDGE  
SWANEPOEL ON 30 October , November 2023 .**

**Secretary: Sonya Gillissen  
Room 5.5  
Tel.: 012 – 492 6772 / 079 400 1963  
Email: [sqillissen@judiciary.org.za](mailto:sqillissen@judiciary.org.za)**

1. The proceedings will be conducted in Open Court starting at 10:00am.
2. A complete Practice Note, stating the nature of the application for the date on which the application is on the roll, should be filed on Caselines setting out at least the following:
  - 2.1 Was the matter previously postponed? If so, what was the reason for the postponement?
  - 2.2 If the papers consist of more than just the application concerned, (for instance, previous applications or pleadings not relevant to the application) the application must be properly identified by reference to the section and page number to avoid a search for it;
  - 2.3 The return of service and set down relevant to the date of hearing must be identified by reference to the section and page number;
  - 2.4 If personal service is necessary, (for instance in sequestration or rule 46 A applications) it must be stated and if this requirement was not complied with, reasons must be provided;

- 2.5 Where certain practice or legal requirements have to be complied with (for instance in Rule 46A applications) compliance with all those requirements must be clearly stated and then also identified in the papers by reference to the section, page number(s) and paragraph;
  - 2.6 If there is any problem with the application, it must be clearly identified and disclosed. If there is no problem, it must be submitted that the papers are in order;
  - 2.7 Name and contact details of counsel and the attorney (tel. no. and email address) must be stated.
3. If there is any other information to be conveyed, it must also be stated in the practice note.
4. The filing of heads of argument will not replace the duty to file a practice note in terms of this Directive.
5. In all applications where heads of argument must be filed, a failure to do so may also result in the application being struck from the roll.
6. Draft Orders, indicating the date and particulars of the Judge, must be filed on Caselines for the court to consider.
7. The Practice Note, Draft order and/or heads of argument (if applicable) must be filed by **no later than 8:00am on the last court day before the hearing**.
8. It is the responsibility of the applicant's attorney to ensure that the matter is TIMEOUSLY, PROPERLY AND FULLY uploaded onto Caselines and that the Judge and his clerk will have access to the matter at the latest at 8:00 on the day before the date of hearing to enable the Judge to read the papers.  
Thereafter the matters will be frozen on case lines. Late filing or updates will not be accepted.

**J Swanepoel**

**JUDGE OF THE HIGH COURT**

**PRETORIA**