



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

Office of the Registrar of the High Court of South Africa, Gauteng Division,
Pretoria

Private Bag X67, Pretoria, 0001

Tel No: (012) 315 7466

DIRECTIVES FOR UNOPPOSED MOTIONS FOR THE WEEK
COMMENCING 4 MARCH 2024 (4 , 6 & 8 MARCH 2024)
BEFORE HONOURABLE JUSTICE PG LOUW AJ

1. Applications will be heard in **open court**, unless disposed of timeously in terms of paragraph 2.
2. In the event that an application will not be proceeding please endeavour to notify the Registrar by e-mailing the relevant notice to **XVilakazi@judiciary.org.za** by no later than 16h00 two days preceding the hearing. Provided this is done, counsel do not have to appear.
3. Practitioners should ensure that the case bundle appears on CaseLines by no later than 13h00 three days preceding the hearing. Should the judge not be able to access the case bundle on CaseLines, the matter will be at risk of being removed from the roll.
4. Save for draft orders and updated practice notes, no other documents may be uploaded onto CaseLines after 13h00 three days preceding the hearing.

5. An updated practice note must be uploaded to CaseLines by no later than 16h00 three days preceding the hearing. The practice note must be uploaded under a separate and clearly distinguished section, titled: Practice Note, and indicate clearly that it applies to the hearing on 4, 6 or 8 March 2024. The purpose of the practice note is to assist the judge in the efficient disposal of the matter. The practice note must at least include:
 - i. The nature of the application and reference to the folder where it appears on CaseLines.
 - ii. Reference to when the application **and** notice of set down of the application were served.
 - iii. Reference to the pages on CaseLines relevant to service.
6. All draft orders must be uploaded onto CaseLines in word format and copies must be available for handing up for signature by the judge.
7. Draft orders must be conspicuously marked with the letter “X” in large font (or manuscript) in the top right-hand corner.
8. The following information must appear on all draft orders:
 - (i) Date of hearing.
 - (ii) Judge’s name, PG Louw AJ.
 - (iii) Mode of hearing (i.e., open court).
 - (iv) The name and contact details of counsel and the instructing attorney / attorneys.
9. The preamble to the draft order must read as follows (with the necessary changes):

“Having heard counsel for the applicant and having read the documents filed of record, the following order is made / By agreement between the parties, the following order is made:

 1.
 2.”

10. If it is not necessary for the judge to read the papers in a matter, the judge's secretary should be informed as soon as possible.
11. Non-compliance with any of these directives or paragraph 26 of the Consolidated Practice Directive 1 of 2024 may result in the matter being removed from the roll or struck from the roll in appropriate circumstances.

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