



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

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04 JULY 2024

TO: ALL LEGAL PRACTITIONERS

**DIRECTIVE**

**UNOPPOSED MOTIONS: 09 & 11 JULY 2024**  
**BEFORE MADAM JUSTICE RETIEF**

JUDGE'S SECRETARY: CHRISTINAH MSIMANGO

email: [ChMsimango@judiciary.org.za](mailto:ChMsimango@judiciary.org.za)

Tel: 012 314 9002

1. All hearings will be conducted in **Open Court** at **10h00**.  
(Details of the court allocated must be checked on the day roll)
2. Parties must bring **ONE hard copy of Draft Orders** sought.
3. **Draft Orders** must correctly indicate the Judge's name (i.e. RETIEF J), date on which the matter was heard, in which Court 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. Introductions shall take place at **09H30** in office 176 on the first floor at the Palace of Justice.
7. During the open court hearing the following shall be adhered to:
  - 7.1 Counsel will call their matters in the order of seniority.
  - 7.2 If a counsel is appearing in more than one matter on the roll, Counsel is to call all the matters she/he appears in, in order to finalise counsel's roll as expeditiously as possible and for counsel to be excused from the court.



*Warm Regards*

**Mrs Christinah Msimango**

Secretary to Acting Justice Strijdom  
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