



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

14 AUGUST 2024

TO: ALL LEGAL PRACTITIONERS

DIRECTIVE

TRIALS/SPECIAL INTERLOCUTORY COURT: 19-23 AUGUST 2024

BEFORE THE HONOURABLE MADAM JUSTICE RETIEF

JUDGE'S SECRETARY: CHRISTINAH MSIMANGO

email: ChMsimango@judiciary.org.za

Tel: 012 314 9002

1. All hearings will be conducted in **open court at 09h30**. (details of the court allocated must be checked on the day roll)
2. Parties must bring **ONE hard copy of Draft Orders** sought. **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.
3. **A Practice Note is to be filed on Caselines 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/es) of the legal practitioner. **All pleadings to be uploaded**. No practice notes or other documents or pleadings to be uploaded without the prior knowledge and consent of the Judge.

4. Notices of removals or postponements which occur before **13h00** the day before the matter has been set down must be uploaded onto Caselines and also emailed to the email address ChMsimango@judiciary.org.za
5. To assist the Judge in the deliberation of the matters on her roll and to prevent matters from being struck, parties should ensure compliance with the relevant practice directives.
6. Parties must ensure that a case profile is created for their matter on Caselines and bundles/documents are uploaded thereto timeously.
7. Introductions to the judge shall take place at 09h00 in office 176 on the first floor at the Palace of Justice.

ENDS.