



**IN THE HIGH COURT OF SOUTH AFRICA,**  
**(GAUTENG DIVISION, PRETORIA)**

1. All matters will be heard in a court to be allocated on the day roll.
2. Introductions may take place in court.
3. Matters will be called according to seniority.
4. Practitioners are requested to timeously inform MR R Ralinala, if matters will not be proceeding for whatever reason. His contact details are **0662495126** / **[RRalinala@judiciary.org.za](mailto:RRalinala@judiciary.org.za)**. Also, please make a widely shared note of such intended removal, on Caselines.
5. Matters that are settled should have a separate bundle which must include: offer and acceptance, draft order, confirmation letter and contingency fee agreement (if applicable).
6. Practitioners are requested to file succinct heads of argument no later than 12PM on the day before the hearing of the matter.

7. Legal practitioners are requested to create a separate section on Caselines containing the separate documents, which are relevant to the default judgment, which documents should include, but not be limited:

- 7.1 practice note;
- 7.2 heads of argument;
- 7.3 compliance affidavit;
- 7.4 confirmation of lodgement;
- 7.5 SIC (TIC) order;
- 7.6 proof of service of the SIC (TIC) order;
- 7.7 application for default judgment;
- 7.8 proof of service of the application for default judgment;
- 7.9 notice of set down of application for default judgment, with proof of service;
- 7.10 pleadings;
- 7.11 merits documents (if outstanding, alternatively merits court order);
- 7.12 expert reports;
- 7.13 past medical expenses schedule (if applicable);
- 7.14 contingency fee agreement (if applicable);
- 7.15 draft order.

8. Practitioners are requested to provide two hard copies of the draft order at the hearing of the matter.