



HIGH COURT OF SOUTH AFRICA,  
GAUTENG DIVISION, PRETORIA

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03 OCTOBER 2024

TO: ALL LEGAL PRACTITIONERS

**D I R E C T I V E**

**URGENT APPLICATIONS BEFORE JUSTICES RETIEF J et LENYAI J et STRYDOM AJ**

**TERM 4 WEEK 1: 07 – 11 OCTOBER 2024**

1. This is the main directive for matters which will be heard in the week of the **07 to 11 October 2024** by Madam Justices RETIEF J, LENYAI J and STRYDOM AJ.
2. If there is non-compliance with this practice directive, the matter will be struck from the roll, unless good cause is shown for non-compliance.
3. All applications must be properly issued by the Registrar seated at the General Office in the High Court Building, with the exception of applications brought outside of the ordinary court hours, before the secretary to Judge Retief (as the senior judge) is approached for the enrolment of applications.
4. The contact number for urgent applications to be heard **out of ordinary court hours is 068 104 7107**. The number is **not to be used for general enquiries** or for any issue other than urgent applications to be heard **out of ordinary court hours. The phone will only be answered after normal court hours.**
5. There will be **no roll call**. Each presiding Judge will prepare and issue an individual allocation roll once allocation of matters is concluded by the senior Judge.
6. Matters will be heard in open court and on teams if heard after hours details of the allocated court for each respective Judge must be checked on the day roll.
7. In all matters which are opposed, the parties' respective heads of argument [HOA] and practice notes must be uploaded onto Caselines according to the following timelines: the Applicant: before **12h00 on Saturday, 05 October 2024** and Respondent: before **12h00 on Sunday the 06 October 2024**, save where leave for an extension has been granted by the specific Judge no further

or other documents maybe uploaded onto caselines. See paragraph 13 for further information.

8. In matters that are **settled or unopposed** – draft orders in the format referred to in paragraph 14, are to be emailed to the presiding Judges' secretary by no later than 13h00 on **Monday, 07 October 2024** and counsel is to appear to make the draft an order of court.
9. Where matters are removed, a **notice of removal** must be uploaded onto Caselines and sent via email to the presiding Judges' secretary as soon as possible.
10. Communication relating to matters before **Judge Retief** may be directed to Mrs. Christinah Msimango via email at [ChMsimango@judiciary.org.za](mailto:ChMsimango@judiciary.org.za), telephonically on 012 314 9002 or physically at chamber 176, 1st floor at the Palace of Justice;

And communication relating to matters before **Judge Lenyai** may be directed to Ms. Hudzani Maboho via email at [HMaboho@judiciary.org.za](mailto:HMaboho@judiciary.org.za), telephonically on 012 315 7455 or physically at office 2.12, 2nd floor at the High Court Building;

And communication relating to matters before **Acting Judge Strydom** may be directed to Ms. Mmabatho Mampa via email at [MmMampa@judiciary.org.za](mailto:MmMampa@judiciary.org.za), telephonically on 012 492 6750 or physically at office 4.8, 4th floor at the High Court Building.

11. **All court bundles are to be fully uploaded onto Caselines.** If any problems are experienced the judge's secretary must be contacted TIMEOUSLY as per paragraph 10.
12. It is the duty of the applicant's attorney to ensure that there are no duplicate cases created on Caselines and that bundles are uploaded thereto by **16h00 on Friday 04 October 2024**. Matters not uploaded onto caselines by **16h00 on Friday, 04 October 2024 will not be heard.**
13. Further documents and/or notices **uploaded after 16h00 on Friday 04 October 2024**, other than those referred to in paragraphs 7,8 and 9 hereof, may only be uploaded with the judge's specific written permission obtained via email. If documents are uploaded without permission the matter may be struck from the roll alternatively the documents may not be considered.
14. In all matters a **DRAFT ORDER IN WORD format is to be uploaded onto Caselines** together with the papers. Parties must bring one hardcopy of the draft order to court.
15. **No piece-meal filing of affidavits will be allowed.**
16. A **practice note** setting out the following:

- 16.1 particulars and contact details of the legal practitioners;
- 16.2 nature of the relief sought (without referring to the notice of motion);
- 16.3 total number of pages;
- 16.4 a brief summary of the factual and legal issues involved;
- 16.5 a clear indication (without repeating the heads of argument) which portion
- 16.6 of the papers must be read and which not;
- 16.7 the main issues to be considered;
- 16.8 a brief summary of the urgency, or absence thereof;
- 16.9 whether there has been service by the sheriff and if not, why not;
- 16.10 estimated duration;
- 16.11 whether the matter is opposed;
- 16.12 service of process in all urgent applications shall comply with the Rules of Court where an agreement was reached by all the representatives if all parties to vary the requirements of the Rules to facilitate a wholly electronic exchange of papers, this must be specifically stated.

**FAILURE TO FILE a practice note setting out all the above information, may result in the matter being struck from the roll.**