



IN THE HIGH COURT OF SOUTH AFRICA  
GAUTENG LOCAL DIVISION, JOHANNESBURG

**URGENT COURT ROLL (17 DECEMBER 2024 TO 19 DECEMBER 2024)**

<b>PRESIDING JUDGE</b>	<b>JUDGE'S CLERK</b>	<b>EMAIL &amp; OFFICE TEL:</b>
<b>MAKAMU J</b>	<b>FELICIA MOLUSI-LECHUTI Chamber 504</b>	<b>FMolusi@judiciary.org.za 010 494 8348</b>

**DIRECTIVES**

1. **Documents must be uploaded in all matters to the CaseLines digital platform**, including in instances where it is a CourtOnline matter, save where a Judge, in exercising a discretion, permits the documents to be served by email. A matter which is non-compliant with this requirement shall not be entertained. Only matters that have been uploaded on CaseLines shall be heard. **All non-compliant matters will be removed from the roll.**
    - Litigants who struggle with bundling their files from CourtOnline to CaseLines are to follow the attached 7 step user manual. Alternatively, contact the help desk using the information below:
- Speak with a consultant: **Helpdesk Number: 010 493 2600**
  - Operating Hours: **Monday to Friday: 08:00 – 16:30 CAT**
  - Helpdesk Email Address: [CourtOnline@judiciary.org.za](mailto:CourtOnline@judiciary.org.za)



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2. The hearing of **ALL** urgent applications will be conducted in an open court in **11A at 09:00 AM.**
3. **A ROLL CALL WILL BE CONDUCTED ON TUESDAY AT COURT 11A at 09:00 am.**
4. If any Applications are to be removed or settled, this should be conveyed to Ms Molusi-Lechuti by way of e-mail, as soon as possible.
5. Counsels' mere indication of a date preference on their papers will not suffice. Counsel are still requested to avail themselves for roll call to formally request & confirm the date.
6. After hours matters will be heard remotely on Microsoft Teams via a link sent to the relevant parties. **Self-represented litigants** must ensure to have access to their own facilities to join the videoconference via MS Teams; attorneys are required to advise unrepresented litigants of same, where possible.
7. The contact number for Applications to be heard outside ordinary court hours is 069 965 9162. The phone will be answered **ONLY** after court hours.



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8. Parties must have a **hard copy of the draft order** for matters being heard in open court. Draft orders, in matters that have become settled or postponed, must be uploaded in both PDF and word format.
9. **Draft orders** must comply with the Practice Directive, i.e. the Judge's name, date, court room, etc, including the below disclaimer:

*"This Order is made an Order of Court by the Judge whose name is reflected herein, duly stamped by the Registrar of the Court and is submitted electronically to the Parties/their legal representatives by email. This Order is further uploaded to the electronic file of this matter on Caselines by the Judge or the Judge's Secretary. The date of this Order is deemed to be ... December 2024."*

10. The applicant's attorney must ensure that there are no duplicate cases on Caselines. Bundles must be uploaded by 16:30 on Friday, 13 December 2024. No piece-meal filing of affidavits is allowed.
11. Parties must upload a practice note, detailing the following points:
  - Particulars of the legal practitioners.
  - Nature of the relief sought, without a copy-paste of the notice of motion.
  - A brief exposition on urgency, or lack thereof.
  - A brief summary of the factual and legal issues involved.
  - A bullet-point indication of portion of the papers to be read.



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- How service was effected. Service of process must be in terms of the Rules. It must be expressly recorded if parties agreed to service by the electronic exchange of papers.
12. Parties are to ensure that matters are accessible via Caselines, both Judge and the secretary must be invited.
13. Matters that do not appear / no access will not be heard and will be struck from the roll.
14. Applications that do not comply with this Directive will be struck from the roll, unless good cause is shown for non-compliance.
15. Enquiries are to be directed to the Judge's Secretary, Mrs Felicia Molusi-Lechuti: 010 494 8348 [FMolusi@judiciary.org.za](mailto:FMolusi@judiciary.org.za) prior to the hearing of the matter.
16. Stamped and signed copies of draft orders will be uploaded onto CaseLines / CourtOnline within a day of the order being granted.