



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

15 JANUARY 2025

TO: ALL LEGA PRACTITIONERS

DIRECTIVE
UNOPPOSED MOTIONS: 21 & 23 JANUARY 2025
BEFORE MADAM JUSTICE RETIEF

JUDGE'S SECRETARY: ROSE SELEPE

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Tel: 012 492 6731

1. All hearings will be conducted in **Open Court at 10h00**.
(Details of the court allocated must be checked on the daily roll)
2. Parties must bring **ONE hard copy of Draft order** 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 the contact details of their counsel and their instructing attorney.
4. **A practice note, to be filed in terms of the directive, by no later than 16h00, 5 (five) court days before the matter is to be heard**, stating the nature of the application, the date and the number on the roll and contact details (including email address) of the legal practitioner, must be filed on Caselines. No practice notes or other documents may be uploaded thereafter without the Judge's leave. If it has it will not be entertained and struck from the roll.

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 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.

Kind regards,



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