



**OFFICE OF THE HONOURABLE ACTING JUDGE JACOBS
HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA**

Room 26 Palace of Justice, Church Square, Pretoria

16 January 2025

TO: ALL LEGAL PRACTITIONERS

DIRECTIVE: UNOPPOSED MOTIONS: 20 – 24 JANUARY 2025

BEFORE JACOBS AJ:

1. All hearings will be conducted in open court at 10h00. (Details of the court allocated must be checked on the day roll)
2. Parties must bring one hard copy of the Draft Order sought to hand up.
3. Draft orders must correctly indicate the Judge's name, date on which the matter is heard, in which court and at the end of the draft order the party must indicate the name and the contact details of his or her counsel and instructing attorney.
4. A practice note, to be filed in terms of the directive, by no later than 16h00, five (5) 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 will take place at 09h30 in Room 26 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 court.

(ELECTRONICALLY GENERATED: NOT SIGNED)

Ms S Bhana Secretary to Acting Judge Jacobs

Office 25 Palace Tel: 012 314 9049 or 060 830 8406 / E-mail: sbhana@judiciary.org.za