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Office of the Registrar of the High Court of South Africa, Gauteng Division,  
Pretoria

Private Bag X67, Pretoria, 0001

Tel No: (012) 314 9002

**DEFAULT JUDGMENT DIRECTIVE**  
**MADAM JUSTICE RETIEF J.**

**10 and 11 FEBRUARY 2025**

**BEFORE THE HONOURABLE JUSTICE (RETIEF J)**

**JUDGE'S SECRETARY: Charmaine Mahlatsi**

**CONTACT NUMBER: (012) 314 9002**

**EMAIL ADDRESS: [CMahlatsi@judiciary.org.za](mailto:CMahlatsi@judiciary.org.za)**

1. Kindly note that all matters will be heard in open Court at 9:00 am and **ALL** Counsel are to appear unless their matters have been disposed of and/or dealt with timeously in terms subparagraph 2.2 hereof.
  
2. In the interim and to assist the above-mentioned Judge, please note the following:
  - 2.1. To assist the Judge in the deliberation of the matters of her roll and to prevent matters from being struck, parties should ensure compliance with the relevant practice directives pertaining to default judgments. Heads may not be uploaded unless in terms of the directive.

2.2. Save for matters disposed of in terms of subparagraph 2.3 hereof, parties should upload proposed draft orders in pdf on Caselines and email the word version to CMahlatsi@judiciary.org.za. Draft orders should indicate when the matter will be heard, the Judge's name (i.e., Madam Justice Retief ).

2.3. Notices of removals, postponements, settlements must be uploaded on caselines by end of business day before the hearing date of the matter.

3. Other than the notices referred to paragraph 2.3, no documents may be uploaded on Caselines after the roll has closed without the leave of the Judge,

I trust that you find the above in order.

**CHARMAIN MAHLATSI**

Secretary to Madam Justice Retief

Office : 176 Palace of Justice (1<sup>st</sup> Floor)

Gauteng High Court, Pretoria Division

Cnr Madiba & Paul Kruger Street

Tel:012 314 9002

[CMahlatsi@judiciary.org.za](mailto:CMahlatsi@judiciary.org.za)