



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE HONOURABLE MADAM TEFFO J (Ms)

HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA

Pretoria High Court Building, c/o Madiba & Paul Kruger Streets, Room 3.9

Tel: (012) 492 6729 E-mail: NMadonsela@judiciary.org.za

28 February 2025

Dear Advocate/Sir/Madam,

**RE: DIRECTIVE FOR TRIAL DEFAULT JUDGMENTS
BEFORE TEFFO J 03 MARCH TO 07 MARCH 2025**

1. Kindly take note that matters will be dealt with in open court, for the whole week commencing at 10:00 each day.
2. Removals and postponements should be communicated by e-mail to Ms. Madonsela as soon as Counsel/Attorney becomes aware thereof.
3. Proceedings will commence with postponement and removals. Thereafter matters will be heard according to the number on the roll.
4. Counsel are requested to upload the Heads of Argument and the proposed Draft Order (in both PDF and MS Word formats) onto Caselines, by 14:00 a court day before the set down.
5. Kindly create a separate section onto Caselines named - Directive Compliance. Therein must appear the following:
 - 6.1 Compliance Affidavit;
 - 6.2 Practice Note;
 - 6.3 TIC Order;
 - 6.4 Proof of service of TIC Order;
 - 6.5 Notice of set down and proof of service.
6. In matters that have become settled: - Please create a section onto Caselines



named Settlement documents, which must include the following:

- 7.1 Offer from the RAF;
 - 7.2 Proposed Draft Order;
 - 7.3 Confirmation letter;
 - 7.4 Contingency fee agreement (if applicable).
7. Counsel are requested to bring one hard copy of the proposed Draft Order with the correct case number and Judge's name, to hand up to Court.
 8. All granted orders will be dated and endorsed, signed and stamped by a Registrar and uploaded on Caselines, within the stipulated timeframe.

Yours faithfully

(ELECTRONICALLY GENERATED; NOT SIGNED)

Ms N Madonsela

Judge's Secretary

Tel No: (012) 492 6729

E-mail: NMadonsela@judiciary.org.za