



HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA
FROM THE CHAMBERS OF THE HONOURABLE MADAM JUSTICE HASSIM

Room 6.8

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UNOPPOSED MOTION COURT DIRECTIVE –23 OCTOBER 2025
BY MADAM JUSTICE HASSIM

DIRECTIVE

Non-compliance with this directive may result in costs being disallowed or the application being struck from the roll with an adverse costs order

A. Hearing

1. Applications will be heard in open court.
2. Legal representatives are urged to consult the unopposed motion court roll timeously to establish whether the electronic case file is accessible on Caselines.

B. Application on the roll must be clearly identified on CaseLines and uploaded to a separate folder

3. Upload to CaseLines **ONLY** the application which is enrolled for hearing under a separate tab labelled “Unopposed application-(describe the application) on ____ October 2025” it must be clearly identified.

4. Upload to Caselines a practice note by Monday the 20th October 2025 before 12h00pm – ensure compliance with Rule 7.5 & 7.6 of the practice directive.

C. Draft orders

5. A court order is a public document. It is therefore requested that care is taken when preparing draft orders. Please endeavour to ensure that the formatting is consistent throughout. Draft orders must be typed in double spacing and tab stops must be aligned. Please remove the hanging indent in the numbered paragraph. Please be mindful of syntax. Costs for preparing draft orders that contain grammatical or typographical errors may be disallowed.
6. Computer literacy is not a defence for failing to format orders as directed.
7. Pages **must be numbered** and bound with a staple.
8. Draft orders must be conspicuously marked with the letter “X” in large font (or manuscript) in the top right-hand corner together with the date alongside it.
9. The following information must appear on all draft orders:
 - (i) Date.
 - (ii) The honourable Judge’s name and description as follows:
“The honourable Madam Justice Hassim”.
 - (iii) The name and contact details of counsel and the instructing attorney/ attorneys.
10. The preamble to the court order must read as follows:

“Having heard counsel for the applicant/parties and having read the documents filed of record the following order is made (or it is ordered that)”:

1.
 2.
 3.”
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11. The draft order must not contain a paragraph “Further and/or alternative relief”.
 12. All court orders must be uploaded onto CaseLines in word format and one copy must be available for handing up for signature by the Judge.
 13. Save for draft orders, no other documents may be uploaded to CaseLines. Documents uploaded after the closing of the roll will be deemed out of time and will not be read.
 14. The honourable Judge may from time-to-time upload to CaseLines a “widely shared note”. Legal Practitioners are urged to periodically consult the electronic case file on CaseLines to address the questions raised or information sought in such a note. This may expedite the argument and the finalisation of the application.

Ms Magoro

Secretary to the honourable Madam Justice Hassim