



**OFFICE OF THE HONOURABLE MADAM JUSTICE VAN DER MERWE AJ
HIGH COURT OF SOUTH AFRICA,
GAUTENG DIVISION, PRETORIA**

TO: ALL LEGAL PRACTITIONERS

DIRECTIVE UNOPPOSED MOTIONS 2 AND 4 DECEMBER 2025

BEFORE VAN DER MERWE, AJ

2nd Floor, Room 25 (Palace of Justice)

Judge's Secretary: Ms Kgomotso Moatshe

Email : [KgMoatshe@judiciary.org .za](mailto:KgMoatshe@judiciary.org.za)

Tell : 0732663043

1. Introductions will take place at 09h45 in 2nd Floor, Office 25 at the Palace of Justice.
2. All hearings are to be conducted in Open Court at 10h00 (the details of the Court allocated must be checked on the Day Roll).
3. Parties must bring one hard copy of the Draft Order sought.
4. Draft Orders must correctly indicate the Judge's name, i.e. Van der Merwe AJ, date on which the matter was heard, in which Court, and at the end of the Draft Order you must indicate the name and contact details of the parties' counsel and their instructing attorney. Draft Orders must be uploaded 2 (two) days before the matter is to be heard.
5. A Practice Note, to be filed by no later than 16h00 2 (two) days before the matter is to be heard, stating the nature of the application, specific reference to service of the application, the date and the number on the roll and contact details (including email addresses of the legal practitioners), must be filed on Caselines.
6. Parties must ensure that a case profile is created for their matter on Caselines.

